

**RICHLAND COMMUNITY COLLEGE**  
**INFORMAL STUDENT APPEAL PROCESS**

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Course(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Semester grade(s) received: \_\_\_\_\_  
Is request within 1-year time limit? (\*See Below)  
\_\_\_\_ Yes  
\_\_\_\_ No (Request cannot be met)

Met with instructor(s) involved and discussed situation: \_\_\_\_ Yes \_\_\_\_ No  
Situation resolved?

\_\_\_\_ Yes  
Resolution: \_\_\_\_\_

Instructor(s) Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ No (Proceed with Next Step)

Met with Dean(s) involved and discussed situation: \_\_\_\_ Yes \_\_\_\_ No  
Situation resolved?

\_\_\_\_ Yes  
Resolution: \_\_\_\_\_

Dean(s) Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ No (Proceed with Next Step)

If situation is not resolved at Instructor or Dean level, a Request for Formal Hearing form may be filled out by the student and submitted to the Vice President of Student and Academic Services. A Hearing of the Judicial Board will be scheduled within 30 days of the form's submission.

**\*Richland Board Policy 4.6.3: "Grade appeals must be filed no later than one year from the last day of the term for which the grade was received."**