

 **Prairie State College**
FINAL GRADE APPEAL FORM

STUDENT'S NAME: _____ STUDENT ID NO: _____ STUDENT PHONE NO: _____

STUDENT'S ADDRESS: _____

COURSE/PREFIX NO: _____ SECTION: _____ TERM: Fall Spring Summer Year: _____

FINAL GRADE: _____ GRADE REQUESTED: _____

NAME OF STUDENT ADVOCATE: _____

NAME OF FACULTY ADVOCATE: _____

STEP 1: STUDENT MEETS WITH FACULTY MEMBER

Date: _____ Signature: _____

Faculty Member

STEP 2: STUDENT'S RESPONSE (see attached)

Date: _____ Signature: _____

Student Signature

STEP 3: FACULTY'S RESPONSE (see attached)

Date: _____ Signature: _____

Faculty Member

STEP 4: DEAN'S RESPONSE:

Date: _____ Signature: _____

Dean

STEP 5: GRADE APPEAL COMMITTEE RESPONSE: (see attached)

Date: _____ Signature: _____

**Vice President of
Academic Affairs**