LAKEVIEW COLLEGE OF NURSING

Grade Appeal Form

The Grade Appeal Policy can be found in the Student Handbook. The Student Handbook is online at www.lakeviewcol.edu under the Student Tab then under the Catalog/Handbook link. Student must complete page 1 of this form and instructor must complete page 2.

A Grade Appeal must completed and emailed to the Instructor within three (3) calendar days from the grading of the course assignment in Edvance 360. All incomplete Grade Appeal forms will be void upon receipt by the instructor.

| Name of student: | Date: | Course Number: |
|-------------------|---------------------------|--|
| | | Instructor: |
| | | Assignment: |
| | | Current Grade: |
| | | Expected Grade: |
| Ex | plain in detail the reaso | on that you are appealing your grade. |
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| | Describe the re | esolution you are seeking: |
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| Student Signature | Date | |
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| | | result of a Grade Appeal. Retaliation against any student ion of a Grade appeal is expressly prohibited. |
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| | Purpose: Form is to | be used to file a Grade Appeal. |
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LAKEVIEW COLLEGE OF NURSING

Grade Appeal Form

The instructor must complete the Grade Appeal and email it to the student within five (5) calendar days from the date of receiving student's completed section. A copy must be emailed to the Dean.

| Name of student: | Date: | Course Number: | |
|--|-------------------------------|---------------------------------|--|
| | | Instructor: | |
| | | Assignment: | |
| | | Current Grade: | |
| _ | | Expected Grade: | |
| Explain in detail the grading procedure and how the grade in question was determined. Address any other issues raised in the student's statement. | | | |
| | Address any other issues rais | sed in the student's statement. | |
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| Instructor's Signture | Date: | | |
| Students will not be subject to adverse action as a result of a Grade Appeal. Retaliation against any student due to any involvement in the filing or investigation of a Grade appeal is expressly prohibited. | | | |
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