

FORMAL GRADE APPEAL

- Any grade appeal must be formally submitted to the Registrar's Office no later than 20 working days after the beginning of the succeeding semester in which the student received his/her grade.
- Included on the grade appeal form must be the following: the date the form is submitted, your program of study, your name, your address, and a phone number where you may be contacted. You **must also enter your Student I.D. #** or Social Security Number or the **form will be returned to you.**
 - A separate form must be submitted for each grade you are appealing
 - Make sure you enter the grade you received.
 - Enter the term and year you received the grade in question.
 - Enter the course number and name.
 - Give reasons you are requesting a grade appeal.
 - Sign and date the form.
 - Submit the completed form to the Registrar's Office.
 - The form will be routed to the Faculty Advisor.
 - If needed the form will go to the Division Manager.
 - If necessary the form will then go to the Vice President for Instruction and Student Affairs.
- Upon receipt of the final signed form the Registrar will contact you by EITC email and/or by phone at the number listed on the Formal Grade Appeal form.
- If you have any questions concerning this process please contact Raelynn Patterson , Registrar at 535-5361 or raelynn.patterson@my.eitc.edu.