



## STUDENT COURSE GRADE APPEAL FORM

Before completing this form, please read the Course Grade Appeal Process on the HCC website. Be sure to print legibly.

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone numbers (where applicable):

(cell) \_\_\_\_\_

(work) \_\_\_\_\_

(home) \_\_\_\_\_

Email (HCC email address is preferred): \_\_\_\_\_

Semester course was taken: \_\_\_\_\_

Course (e.g., ENGL 1301, MATH 1314): \_\_\_\_\_

Section Number (CRN): \_\_\_\_\_

Instructor: \_\_\_\_\_

Please state the basis for your grade appeal and the specific results you are requesting. Be specific. Attach another sheet of explanation if necessary and, if necessary additional documentation supporting your appeal.

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Have you spoken with your instructor in an attempt to resolve this dispute informally?  
Yes/No

If not, why? \_\_\_\_\_

\_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Submit this form, together with the FERPA Release Form for Grade Appeals,  
to the appropriate individual as outlined in the Course Grade Appeal Process***