



# Grade Appeal

Blue Mountain Community College  
2411 NW Carden, P.O. Box 100  
Pendleton, OR 97801  
(541)278-5930 Office of Instruction  
(541)278-5173 Fax  
[www.bluecc.edu](http://www.bluecc.edu)

**This form should be filed only after the student has had a conference with his/her instructor regarding the grade in question.**

**INSTRUCTIONS:** Use this form to appeal a grade received in a course **after** an initial contact has been made with the instructor of the course. Answer all questions and write legibly. Use back for additional explanation if needed. Students are held responsible for knowledge of course expectations and grading method as outlined in course syllabi and for knowledge of policies and procedures published in class schedules and the college catalog. **Submit form to the Office of Instruction, located in Pioneer Hall, on the Pendleton Campus.**

BMCC ID: \_\_\_\_\_ - \_\_\_\_\_ OR SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_ Instructor: \_\_\_\_\_

Term/Year Course was Taken:  Summer  Fall  Winter  Spring Year: 20\_\_\_\_\_

Grade Received: \_\_\_\_\_ Grade student feels should have been assigned: \_\_\_\_\_

**Reasons for change of grade:**

The student should clearly state why he/she feels that his/her grade should be different than the one assigned by the instructor. (Any evidence such as test scores, graded essays or papers, or other completed course requirements, should be included with appeal.) Use the back if additional space is needed.

---

---

---

---

---

---

---

---

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
Student Signature Date

**Office Use:**

Decision: Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, New Grade assigned: \_\_\_\_\_

If No, Reason for Denial: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
VP of Instruction Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_

Blue Mountain Community College is an equal opportunity educator and employer.