



ACT American College of Technology

Registrar Office Grade Complaint Form

Instruction

- Complete application in one copy;
- Fill in the required information clearly and/or mark (✓) in the appropriate space;
- Attach a receipt of application fee whenever required
- Submit the application to the Office of the Registrar during the prescribed period in the academic calendar;

Note:

- It is up to the student to forward his/her complaint in the first week after first receiving his/her semester grade report sheet to the instructor and show that a capricious, arbitrary, or prejudiced academic evaluation has occurred.
- The instructor is obliged and expected to show and explain to the student, his/her performance in the examination (s) and test (s). Instructors are obliged to respond to student complaints within seven days.
- If the case reaches the Department Head or the Dean of the College and the student is found to be wrong, The Office of the Registrar shall give to the student
 - A written warning for the first time;
 - A last written warning to be posted for information to the College community.
 - The student shall be dismissed for a semester from the College if such a case has occurred for the third time

Program _____ Enrollment: _____

Name of complainant: _____ ID No. _____

Department _____

Class Year _____ Academic Year _____ Semester _____

Instructor's Name _____ Department _____

Course Title _____ Course Code _____

Credit Hours: _____ Grade obtained _____

Statement of the complainant:

I the undersigned believe that I deserve a much higher grade and was thus unfairly treated due to:

- Reasons I am not aware of
- Personal grudges with the instructor
- Other reasons _____

(Attach supporting documents where appropriate)

Thus, I request the Department Council/Academic Commission to give due consideration to my application and rectify the situation.

Applicant's signature _____ Date: _____

Registrar and Alumni _____ Date received: _____