**Request for Reconsideration**

If a candidate disagrees with the grade, he/she should, within 20 calendar days of receipt of the grade, meet with the course instructor to discuss the disagreement. If the issue is not successfully resolved as a result of that meeting, the candidate should meet with the Program Coordinator to mediate the situation. If the issue is still not successfully resolved, the candidate may file a written Request for Reconsideration, which should clearly describe the nature of the disagreement and resolution sought. The Request for Reconsideration must be filed with the Program Director within 10 days following the meeting with the course instructor. The Program Director will provide a copy of the Request for Reconsideration to the course instructor for response. The Academic Review Committee Chair will convene the Academic Review Committee (ARC) for review of all documents and the ARC will make a decision within 30 days or prior to the next time the course is offered, whichever is sooner. **The decision of the Academic Review Committee is final and binding on all parties.**

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| Name  |       | Date  |       |
| Email  |       | Phone  |       |
| Course Code & Title  |       | Cohort  |       |
| Course Dates  |       | Instructor  |       |
| Date of Grade Receipt  |       |  |
| Date of Meeting w/Instructor |       |  |

Describe the nature of the disagreement and resolution sought for this incident.

Use additional pages as needed.