

CP – 3.1.7

STUDENT GRADE APPEAL

Related Board of Trustees Policy: BP 3.1

OPR: Vice President for Instruction

Approved: July 13, 2021

Previous Editions: None

STUDENT GRADE APPEAL

This Procedure affords students the opportunity to appeal a final course grade assigned by a faculty member or instructor.

Faculty and instructors have individual professional discretion to determine the method(s) for assigning course grades in accordance with their subject matter expertise to evaluate each student's achievement of course learning outcomes. Grading methods must be objective, consistent, and applied to all students equally. Students are provided written notice of course grading methods and criteria, typically via the course syllabus.

Students may appeal a final grade when they believe the grade was given in error or that one or more of the foregoing requirements were not appropriately applied. When appropriate, students should first discuss a grade concern directly with the faculty/instructor. In many cases, a grading error or other issue may be quickly and satisfactorily resolved informally.

First Appeal

If the student's concern cannot be resolved informally, the student may initiate a grade appeal within two weeks of the start of the semester subsequent to when the grade was assigned, using the *Student Grade Appeal* form. In addition to the completed form, the student's appeal must have attached:

- The course syllabus,
- Relevant course materials, and
- Information/documentation of any previous attempt(s) to resolve the concern directly with the faculty/instructor.

The appeal may be submitted via hardcopy or email to the faculty/instructor's immediate academic supervisor (e.g., program coordinator, director, department chair, etc.). The faculty/instructor shall provide to the student any email or office contact information needed to facilitate the appeal.

The academic supervisor will render a written decision to the student within two weeks.

Second Appeal

If the student is not satisfied with the academic supervisor's decision, a second appeal may be made to the appropriate Dean, using the *Student Grade Appeal* form, within two weeks of the academic supervisor's decision. In addition to the completed form, the student's second appeal must have attached:

- All materials provided in the first appeal
- The academic supervisor's written decision and any supporting materials, and
- Any additional documentation the student wishes to provide

The second appeal may be submitted via hardcopy or email to appropriate Dean.

The Dean will render a written decision to the student within two weeks.

Final Appeal

If the student is not satisfied with the Dean's decision, a final appeal may be made to the Vice President for Instruction, using the *Student Grade Appeal* form, within two weeks of the Dean's decision. In addition to the completed form, the student's final appeal must have attached:

- All materials provided in the first and second appeals
- The Dean's written decision and any supporting materials, and
- Any additional documentation the student wishes to provide

The final appeal may be submitted via hardcopy or email.

The Vice President for Instruction will consider the appeal and may convene, as needed, a three-member committee to assist with an in-depth review.

The Vice President for Instruction's decision is final and is not subject to further appeal.

Associated Form

- 3.1.7a. *Student Grade Appeal* form

STUDENT APPEAL – Course Grade

Students should refer to College Procedure 3.1.7, "Student Grade Appeal," which describes the steps taken to appeal a grade.

Student full name:

Student phone #:

Student email:

Semester:

Year:

Course Instructor Name:

Course Prefix, Number, Section (ex. ENG-111-NW1):

Level of Appeal: First: ☐ Second: ☐ Final: ☐

1. Did you contact the instructor? Yes ☐ No ☐

2. Explain how and when you contacted the instructor. What were the results of your contact?

3. State the reason for the grade appeal; include the specific course grade or assignment grade in question:

4. What remedy or corrective action are you requesting?

I certify the information submitted is true and correct to the best of my knowledge.

Student Signature: _____ Date: _____