



OAKLAND  
COMMUNITY  
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## Suggested Grade Appeal Process (October 2015 Draft)

### Rationale

Students may appeal a grade if

- a. **the application of non-academic criteria was used in the grading process:** including, but not limited to, race, color, sex, national origin, religion, age, sexual orientation, marital status, gender identity, gender expression, or handicap
- b. **the grading does not reflect the rubric delineated in the syllabus/assignment.**

### Grade Appeal Process Proposal

1. Student has 60 business days from the start of the next semester (excluding the start of Summer II which shall be deferred to the Fall semester) to submit Grade Appeal Material (i.e. completed Formal Grade Appeal Process Form and supporting documentation) to instructor.
2. The instructor must meet with student regarding presented material within 15 business days of receiving it. Both the instructor and student will sign Part A indicating that they have met. If the student is in agreement with the decision, they will indicate this on the form and the matter is concluded. Otherwise, the instructor will explain the next steps in the process, including the availability of an academic appeal volunteer liaison. A student can ask any faculty, staff or OCC student, who is familiar with the Grade Appeal Process, to assist them through the academic appeal process. This academic appeal volunteer liaison cannot attend any meetings or speak on the student's behalf.
3. If no resolution is reached in step #2, the student has 15 business days from meeting with the instructor to submit Grade Appeal Material to the Department Chair, or faculty designee. Once the Department Chair has been contacted by the student, the Department Chair will contact the instructor, notifying them of the scheduled meeting with the student. The instructor will then present copies of their Grade Appeal paperwork and any additional written comments or supporting data. The Department Chair must meet with the student within 15 business days of receiving the student's submitted material. The Department Chair (or faculty designee) will review all presented data; meet with the student; and if deemed necessary by either the Chair or instructor, meet with the instructor. Both the Department Chair, or designee, and the student will sign Part B indicating that they have met. If the student is in agreement with the Department Chair's,

or designee's, decision, they will indicate this on the form. The Department Chair, or faculty designee, will inform the instructor of the grade appeal decision. Both the student and instructor will sign the Grade Appeal Process Form indicating they are aware of the Department Chair's decision. If the student and instructor both agree with the decision, then the matter is concluded.

4. If no resolution is reached in step #3, the student or instructor will fill out the pertinent information on Part C of the Formal Grade Appeal Process Form and send the information to the Academic Dean within 15 business days of meeting with the Department Chair. The Academic Dean will review all presented data and will meet with the student within 15 business days of receiving the submitted Grade Appeal Process material. The Academic Dean has the final binding decision.
5. In the event that the Academic Dean determines that expert information is needed, s/he may call for a Grade Review Board, consisting of a minimum of two faculty (which CANNOT include the instructor of the course being appealed or the Chair of the department for the course being appealed), to review the presented data. The Grade Appeal Review Board must meet within 15 business days of the Academic Dean's meeting with the student. After hearing the recommendation of the Grade Appeal Board, the Academic Dean will make the final decision.



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## Electronic Form for Formal Grade Appeal Process

### Part A: Meeting with the instructor

1. In a short paragraph, lay out the **core of your contention** as to why it is that you believe that you deserve a change of grade. (A more detailed account is to be provided in 2 below.)
  
2. Narrative. On (a) separate sheet(s) expand upon: providing additional information, evidence, and supporting documentation. This narrative will be the foundation for your grade appeal. Once submitted, the rationale for your grade appeal request cannot be changed during this process.
  
3. Immediately after meeting with your instructor, both of you sign below.
4. Date of meeting:
  
5. Instructor Signature  
\_\_\_\_\_
6. Student Signature  
\_\_\_\_\_
7. What was the outcome of this meeting?
  
8. Is student in agreement with this resolution?    Student circle one:    Yes    No
9. If no, please explain:



Part C: Meeting with Academic Dean

If the matter was not resolved in the meeting with the instructor, then the student or instructor has 60 business days from the time of this meeting (in which they were informed of the decision) to contact the Department Chair, or faculty designee.

1. Name of person submitting this form:
2. Why do you contest the Department Chair's (or Designee's) proposed resolution?
  
  
  
  
  
  
  
  
  
  
3. Include any additional information gathered by the Academic Dean.
  
  
4. Based upon the summation of all gathered data, what is the Academic Dean's final decision and rationale: (To be submitted on another sheet of paper).
  
  
5. After the meeting with the student, during which the Academic Dean reports his/her final and binding decision, the Academic Dean, Instructor and student must sign and date below:  
Date of meeting: \_\_\_\_\_  
Academic Dean Signature: \_\_\_\_\_  
Student Signature: \_\_\_\_\_  
Faculty Signature: \_\_\_\_\_