



OAKLAND
COMMUNITY
COLLEGE®

Suggested Grade Appeal Process (November 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 respond to the student regarding presented material within 15 business days of receiving it. If the instructor does not meet or respond in 15 working days, the student can choose to pursue step 3. Otherwise, both the instructor and student will sign Part A indicating that they have discussed the presented material. If a satisfactory resolution is reached the student will indicate that on the form and the matter is concluded. In the event there is not a satisfactory resolution 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 may attend any in-person meeting but not speak on the student's behalf. In the event that the instructor and student agree to meet in a different manner, it is incumbent upon the student to notify the liaison.
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 designee. Once the Department Chair has been contacted by the student, the Department Chair will contact the instructor, notifying him or her that the issue has been moved forward. The instructor will then present copies of his or her 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 designee) will review all presented data; meet with the student and liaison if requested; 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, resolution, they will indicate that on the form. The Department Chair, or designee, will inform the instructor of the grade appeal resolution. Both the student and instructor will sign the Formal Grade Appeal Process Form indicating they are aware of the Department Chair's resolution. If the student and instructor both agree with the resolution they will indicate their acknowledgement on the Grade Appeal Process Form and the matter is concluded. In the event there isn't a resolution or either the instructor or student does not agree with the resolution provided, either party can choose to pursue step 4.

4. If no resolution is reached in step #3, the student or instructor can fill out the pertinent information on Part C of the Formal Grade Appeal Process Form and send the information to the appropriate Academic Dean within 15 business days of meeting with the Department Chair. The Academic Dean will review all presented data and will meet with or respond to the student (and liaison if requested) within 15 business days of receiving the submitted Grade Appeal Process material. If the Academic Dean determines that expert information is needed, they will request for information from the related Division. The Division has 15 days to respond with a minimum of three responses. If three responses are not received within the allotted time, the process of requesting expert information is repeated a second time. The Academic Dean will make the final binding decision.



OAKLAND
COMMUNITY
COLLEGE®

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 15 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: _____