

Grade Appeal Process Ad-Hoc Committee Recommended Process

1. The Student must inform the Faculty Instructor of their academic concern within 30 days of the issuance of the grade or incident and the 30 days shall exclude intersession days when the college is open but instructional staff is not required to be present and holiday recesses that are longer than 4 Days. If the original face-to-face meeting does not resolve the dispute, then the student will complete the Grade Appeal Process Form: Instructor (See Appendix A) and meet with the Instructor to go over it. After going over the form together, the student will sign and date the form. At this time, the student will indicate if 1) they are satisfied with the outcome (AND THE MATTER IS CONCLUDED) or 2) they understand the outcome, but are NOT satisfied (AND THE INSTRUCTOR FORWARDS THE FORM TO THE CHAIR). The student is then given the Grade Appeal Process Form: Chair (See Appendix B).
2. The Student must contact the Department Chair of their academic concern within 10 working-days of the meeting with the Instructor, and the 10 working-days shall exclude intersession days when the college is open but instructional staff is not required to be present and holiday recesses that are longer than 4 days. (NOTE: If the Instructor is the Department Chair, then the Discipline Chair will be used. If the Instructor is both the Department and Discipline Chair, then the Discipline Chair will appoint a Designee.) The Department Chair will meet with the student and review the Grade Appeal Process Form: Chair (See Appendix B) and the student will sign and date the form. At this time the student will indicate if 1) they are satisfied with the outcome (AND THE MATTER IS CONCLUDED) or 2) they understand the outcome, but are NOT satisfied (AND THE CHAIR FORWARDS BOTH FORMS TO THE ACADEMIC DEAN FOR THE THIRD AND FINAL STAGE OF THE PROCESS. In addition, the Instructor (via the Chair) will submit all communication documentation with the student, the syllabus, all assignment and examinations completed by the student, the requirements for the questioned assignment, and any other pertinent material.) The student is given the Grade Appeal Process Form: Dean (See Appendix C).
3. The Student must contact the Academic Dean within 10 working-days of the meeting with the Department Chair/Discipline Chair/Designee, and the 10 working days exclude holiday recesses that are longer than 4 days. The Academic Dean will review the Grade Appeal Process Form: Dean (See Appendix C) and the student will sign and date the form indicating that they understand the outcome. THIS IS THE FINAL STEP IN THE PROCESS AND THE MATTER IS CONCLUDED.

APPENDIX A
Grade Appeal Process Form: Instructor

Date:

Full Name of Individual:

Student ID:

Telephone number:

Email address:

Course name/number:

Term/Year:

Instructor:

1. In a short paragraph, lay out the CORE OF YOUR CONTENTION as to why it is you believe that you deserve a grade change.
2. Please provide any and all documentation to support the basis for appeal. (i.e., dates, syllabus, actual assignment, any correspondence with instructor, past assignments, examinations)
3. After reviewing the syllabus or assignment instructions, do you feel that your assignment/academic conflict met the outlined criteria?
4. What do you think would be a fair resolution of your grievance?

I accept this outcome: (student signature/date)

I understand this outcome, but disagree with it. I plan to meet with the Department Chair within 10 working-days of this meeting: (student signature/date)

APPENDIX B
Grade Appeal Process Form: Chair

Date:

Full Name of Individual:

Student ID:

Telephone number:

Email address:

Course name/number:

Term/Year:

Instructor:

1. In a short paragraph, lay out the CORE OF YOUR CONTENTION as to why it is you believe that you deserve a grade change.
2. On (a) separate sheet(s) expand upon (1), providing additional information, evidence, and supporting documentation.
3. After reviewing the syllabus or assignment instructions, do you feel that your assignment/academic conflict met the outlined criteria?
4. What do you think would be a fair resolution of your grievance?
5. What was the outcome when you met with the Instructor?

I accept this outcome: (student signature/date)

I understand this outcome, but disagree with it. I plan to meet with the Academic Dean within 10 working-days of this meeting: (student signature/date)

APPENDIX C
Grade Appeal Process Form: Dean

Date:

Full Name of Individual:

Student ID:

Telephone number:

Email address:

Course name/number:

Term/Year:

Instructor:

1. In a short paragraph, lay out the CORE OF YOUR CONTENTION as to why it is you believe that you deserve a grade change.
2. Please provide any and all documentation to support the basis for appeal. (i.e., dates, syllabus, actual assignment, any correspondence with instructor, past assignments, examinations)
3. After reviewing the syllabus or assignment instructions, do you feel that your assignment/academic conflict met the outlined criteria?
4. What was the outcome when you met with your Chair?
5. What do you think would be a fair resolution of your grievance?

I understand this is the final step in the Grade Appeal Process and that the outcome of this meeting with the Academic Dean will be the final decision. (Student signature/date)
