Grade Appeal Policy

PURPOSE
Only final grades may be appealed by a student. The burden of proof is on the student to demonstrate that the grade is inaccurate.

SCOPE
This policy applies to all full- and part-time students.

POLICY AND PROCEDURE

The grade appeal process is as follows.

Final Grade Appeal Procedure:

A. Level 1: The student informally meets with the instructor to discuss the final grade. If, in this informal meeting, it is determined that the grade should be changed, the instructor completes and submits a grade change form. If the instructor is not available to meet face-to-face, email correspondence between the student and the instructor will be regarded as an informal meeting.

B. Level 2: If the final grade dispute is not resolved with an informal meeting with the instructor, a meeting with a Dean, instructor, and student will be held. The student must complete and submit a Grade Appeal Form to the Dean of Academics or Dean of Career and Technical Education. The Grade Appeal Form will include the instructor’s signature and a letter explaining the student’s reason(s) for the grade appeal and supporting documentation.
C. Level 3: If the final grade dispute is not resolved at Level 2 and the student wishes to pursue the appeal, the Dean of Academics or Dean of Career and Technical Education will submit the Grade Appeal Form, the student’s written explanation and documentation and any explanation or documentation provided by the instructor to an Academic Appeals Committee for review. This adhoc committee will consist of at least three faculty members not directly involved in the dispute, with at least one member from each division of the College.

a. The Academic Appeals Committee must:
   i. Recommend to the Vice Chancellor of Academic Affairs a change of grade for the student;
   ii. Recommend alternative solutions to resolve the student’s dispute; or
   iii. Deny the student’s appeal.

b. If the appeal is denied, the student may submit in writing to the Vice Chancellor of Academic Affairs and explanation detailing why the appeal should be reviewed. The decision by the Vice Chancellor of Academic Affairs is final.

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Chancellor’s Signature/Approval

SIGNATURE:                      DATE: 11-21-2019
Tina M. Tinney, Ed.D.
Chancellor