2512 – Grade Appeal

The Chief Academic Officer (CAO) is designated to coordinate all efforts to resolve final grade appeals. Students receiving an XF grade may also use this procedure to appeal that grade.[1]

Any change of grade must be documented and processed through the registrar's office. The instructional deans will keep a record of all grade appeals in their area with the final determination. This information will be archived in document sharing within the course shell as available.

1. If a student has a concern about a final grade, he/she is directed to schedule a conference[2] with the respective instructor within seven (7) working days of the posting of the grade, or within seven (7) working days of the beginning of the next semester or session. The student may ask their advisor, or another advocate, to attend this meeting. The instructor will determine if the grade will be changed.

2. If the student not satisfied, he/she may schedule a conference with the respective Director, Executive Director or Dean within seven working (7) days of the conference in step one. The student should bring their concerns in writing to this conference. This conference may include the instructor. Following the conference, the Director, Executive Director or Dean will determine if an appeal will be granted.

3. If the student remains dissatisfied with his/her grade, a conference may be scheduled with the CAO within seven (7) working days of the conference in step two. The student should be prepared to present his/her concern in writing to the CAO at the conference

   The CAO will investigate the concern and will render a decision, in writing, to the student within ten (10) working days of the receipt of the written concern.

4. If the student still has a concern, the student may request a hearing by giving written notice to the CAO within ten (10) working days of receiving the decision in step four. The student will designate one hearing committee member.

   Upon receipt of such notice, the CAO shall establish a hearing committee. The committee shall include a member designated by the student, a member designated by the respective faculty member and a member (chairperson) designated by the Vice-President. The committee shall meet within ten (10) days of the request for the hearing and will render a written decision no later than five (5) days after the close of the hearing. A copy of the written decision shall be given to the student, instructor, Director, Executive Director, Dean and Vice President of Instruction & Student Services.

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[1] **Remediation of XF grade**
An instructor who administers an XF grade may recommend to the Vice President of Instruction and Student Services that the student, who has received an XF grade, takes PHIL1612 Academic Integrity Seminar for 2 credit hours. A student who is allowed to enroll in PHIL1612 Academic Integrity Seminar may have the X of the XF grade removed from their transcript by taking and passing this course. This only applies to students who have violated the policy at the Basic Violation level.
[2] All conferences may be in person, by phone or electronically mediated.

5. If the student still has a concern after receiving the hearing committee's decision, the student may schedule a conference with the President within ten (10) days of receipt of the committee's decision in step five. The student is required to present his/her concern in writing to the President.

6. Within ten (10) days of the conference in step six, the President will render a decision and will send copies of the decision to the student, instructor, Director, Executive Director, Dean and Chief Academic Officer. The President's decision is final.

Special Note: Students seeking a grade appeal in the Workforce Training & Community Education Division will participate in an additional step to the above procedure. Following step two, students taking coursework in this division who remain dissatisfied with their grade will schedule an additional conference prior to meeting with the Vice-President as outlined in step three. Students will insert this additional conference per the following guideline:

- If the student met with a Director in step two, they will meet with the Executive Director and Dean in step three.
- If the student met with an Executive Director in step two, they will meet with the Dean in step three.

A decision regarding the grade appeal will be made following the conference. If the student isn't satisfied with the decision, they may contact the CAO as outline in step three (above).

This procedure only applies to current grades. Students who are returning to college after an extended absence who have concerns about prior grades may wish to consult the academic clemency procedure.

(Based on policy 1511; approved by President on 2/23/09)