

Grade Appeals for Students

If a student questions the fairness or accuracy of a grade, there is recourse through the student grade appeal process. An appeal must allege the instructor's policy was not applied consistently or differed substantially from the announced policy, or an error was made in the application of a grade or calculation of a grade. All grievances concerning course grades must be filed within 30 days of the end of the term in which the grade that is being appealed was assigned. The procedures are:

The student should first discuss the matter with the instructor involved, doing so as soon as possible after receiving the grade. The instructor should be willing to listen, to provide explanation, and to be receptive to changing the grade if the student provides convincing argument for doing so. The student's questions may be answered satisfactorily during this discussion.

If the student chooses to pursue the matter further and submits an appeal, the student shall take the appeal in written form to the appropriate dean of the division in which the course was instructed. The appeal should present the basis of the appeal and merits of the case with evidence the student may have to support the appeal. If the dean determines the case has no merit, that person will inform the student and the instructor in writing. If that dean believes the appeal may have merit, the dean will discuss it with the instructor in an effort to resolve the matter. In the case that the dean is the instructor, the student should submit the appeal to the Vice Chancellor for Academics. If the Vice Chancellor for Academics is the instructor, the student should submit the appeal to the Vice Chancellor for Student Services.

If the matter remains unresolved, it will be referred to a standing grade appeal committee composed of faculty and staff. This committee will be appointed by the Chancellor. The instructor whose grade is being challenged shall not serve on the grade appeal committee. The committee will examine available written information on the dispute, will be available to meet with the student and with the instructor, and will meet with others as it deems appropriate.

If the grade appeal committee majority determines, through its inquiries and deliberations, that the grade should not be changed, the committee will communicate this conclusion to the student, the faculty member, the dean and the VCA. If the grade appeals committee majority determines that the grade should be changed, the committee will notify the Vice Chancellor for Academics of their recommendation with a written explanation. The Vice Chancellor for Academics shall review the decision and if they concur, the VCA will instruct the College Registrar to make the grade change and notify the instructor and student of this action. If the Vice Chancellor for Academics determines the committee's recommendation is in error, the VCA will notify the committee, dean, faculty member, and student and provide a written explanation of her/his decision. The VCA's decision is final.