

Student Grade Appeal Procedure

Faculty of Central Community College have the right and responsibility to assign grades based on work submitted. Evaluation of student performance is based on the professional judgment of instructors. A student may appeal a course grade under one or more of the following conditions:

- a) An error was made in the numerical calculation of the final course grade;
- b) The student believes the final grade is not indicative of his/her academic performance;
- c) The instructor departed substantially from his/her grading rationale published in the original course syllabus/course requirements.

Only the final course grade may be appealed. The grade assigned by the instructor is assumed to be correct and the student appealing the grade must justify the need for the grade assigned to be changed.

- The student is responsible for initiating contact with the instructor to discuss and resolve the grade dispute (face-to-face, phone or electronic communication). Electronic meetings may be appropriate for distance students.
- The student must contact the instructor *no later than November 1st or April 1st of the following term in which the final grade was assigned.*

Fall Grades	Spring Grades	Summer Grades
April 1	November 1	November 1

- Should resolution not be reached between the student and instructor, the student has the right to appeal. See the Grade Appeal Procedure below.
- If the instructor is no longer employed by the institution, the student contacts the Division Associate Dean of Instruction.
- A student who has questions about this procedure should contact any Associate Dean of Students.
- FERPA Reminder: In the case of alleged violations of academic integrity, Central Community College strives for a fair resolution and respect for the student's right to privacy. Information regarding alleged Academic Integrity violations will only be shared with college officials who have a need to know.
- When a grade appeal is filed, this form and attachments are submitted to the Registrar to be added to the student's record.
- If the division associate dean or dean are not available, the division vice president may assign alternative administrator to serve in those roles.

Grade Appeal Procedures

1. The student is responsible for initiating contact with the instructor to discuss and resolve the grade dispute (face-to-face, phone or electronic communication). Electronic meetings may be appropriate for distance students. Every effort will be made to resolve the situation between the instructor and the student. *(Student completes Part A of Grade Appeal Action Form)*
2. Should a resolution not be reached between the student and instructor, the student has the right to request the Division Associate Dean of Instruction meet with the student and instructor to attempt to resolve the appeal *within 5 business days of last contact with the instructor. (Associate Dean completes Part B of Grade Appeal Action Form)*
3. Should a resolution not be reached after meeting with the Associate Dean and instructor, the student has the right to continue the appeal by submitting the Grade Appeal Action Form to the Division Dean of Instruction *within 5 business days of the meeting with the Division Associate Dean of Instruction to request an appeal panel hearing. (Division Dean completes Part C of Grade Appeal Action Form)*
4. The Division Dean of Instruction may contact the student for additional information before convening and moderating a three-member Academic Appeal Panel.
5. The student has the right to request a peer student serve as an appeal panel member. If requested, the peer student will be selected by the Division Dean of Instruction.
6. The student is responsible for providing copies of supporting documents s/he plans to present during the appeal hearing to the Division Dean of Instruction *5 business days prior to the date of the appeal hearing*. The Division Dean of Instruction will forward documentation to the appeal panel members to review prior to the appeal hearing. Should no documentation be provided, the hearing will proceed.
7. The Academic Appeal Panel will convene to review documentation, to hear student and instructor statements, and to make a recommendation for resolution within 15 business days to the Division Dean of Instruction. In the case of a student's or instructor's absence, the hearing may proceed.
 - a. The student and instructor will make statements before the appeal panel.
 - i. The student is allowed a maximum of ten minutes to present his/her appeal, including review of any supporting documentation.
 - ii. The instructor is allowed a maximum of ten minutes to present circumstances of the situation.
 - b. A supporting advocate may accompany the student to the hearing and will be introduced to the panel. The advocate will speak only if questioned by the panel.
 - c. The appeal panel may ask clarifying questions.

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8. Following the hearing, the appeal panel will make a written recommendation to the Division Dean of Instruction *within 3 business days*.
9. The Division Dean of Instruction will review the Academic Appeal Panel's recommendation and finalize resolution of the appeal. The Division Dean of Instruction will initiate any Grade Change Form with Registrar if necessary. All parties will be notified by the Division Dean of Instruction of the decision.
10. The student has the right to appeal the Academic Appeal Panel's recommendation and resolution.
 - a. The student may appeal by contacting the CAO in writing to request final consideration of the appeal *within 5 business days of notification by the Division Dean of Instruction. (CAO completes Part D of Grade Appeal Action Form)*
11. The CAO will review all relevant materials pertaining to the appeal and arrive at a final decision within 10 business days. The decision of the CAO regarding the resolution of grade appeal is final.

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Central Community College – Grade Appeal Action Form

(The student requesting an Academic Appeal Panel is responsible for completing Part A and submitting this form to the Division Dean of Instruction. Deadlines are noted below.)

Student Name: _____ Student ID: _____

Program of Study: _____ Date: _____

In cases of a disputed **final course grade** the student must contact the instructor no later than Nov. 1st or April 1st of the following term in which the final grade was assigned.

PART A: Student Appeal to Instructor (completed by the student) _____

Instructor: _____ Course Name: _____ Alpha/Section: _____

Explanation of Final Course Grade Dispute: (attach documentation)

Student and Instructor hold meeting to discuss disputed grade. Date: _____ Time: _____

Student accepts the grade. Student and Instructor sign below. Instructor submits form and attachments to Registrar to be stored in student's record.

Student does not accept the grade. The student has 5 business days from date of meeting to appeal. If appealed, forward form to Division Associate Dean of Instruction (see Part B). If no appeal is made, grade will stand as of _____ (*5 business days from date noted above*). Instructor submits form and attachments to Registrar to be stored in student's record.

Student Signature/ Date

Instructor Signature/Date

PART B: Student Appeal to Division Associate Dean of Instruction (completed by the Associate Dean)

Student, Instructor and Division Associate Dean of Instruction hold meeting to discuss/review disputed grade.

Date: _____ Time: _____

- Student accepts the grade. Student, Instructor, and Division Associate Dean of Instruction sign below. Associate Dean submits form and attachments to Registrar to be stored in student's record.
- Student does not accept the grade. The student has 5 business days from date of meeting to appeal. If appealed, forward form to Division Dean of Instruction (see Part C). If no appeal is made, grade will stand as of _____ (*5 business days from date noted above*). The Associate Dean of Instruction both sign. Form and attachments are submitted to the Registrar to be placed in the student's record.

Student Signature/ Date

Instructor Signature/Date

Division Associate Dean of Instruction Signature/Date

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PART C: Student Appeal to Academic Appeal Panel (completed by the Division Dean of Instruction)

- 1) Student notifies Division Dean of Instruction to request Academic Appeal Panel Hearing. Date: _____
- 2) Division Dean of Instruction will convene and moderate a three-member Academic Appeal Panel.
- 3) A student may request a peer student to serve on the appeal panel.

Academic Appeal Panel Hearing Convenes Date: _____ Time: _____

Academic Appeal Panel Members in Attendance: _____

Others in Attendance: _____

Academic Appeal Panel Recommendations:

(Attach any additional relevant materials)

Grade Applied by Division Dean of Instruction: *(upon review of panel recommendations with necessary paperwork)*

Division Dean of Instruction notifies student and instructor of the resolution. Copies of the signed form may be retained by the Instructor and the Student. Date: _____ Time: _____

- Student accepts the grade. Student, Instructor, and Division Dean of Instruction sign below. Division Dean submits form and attachments to Registrar to be stored in student's record.
- Student does not accept the grade. The student has 5 business days from date of meeting to appeal. If appealed, forward form and all supporting materials to College Executive Vice President (see Part D). If no appeal is made, grade will stand as of _____ (*5 business days from date noted above*). Division Dean of Instruction and Instructor sign. Division Dean submits form and attachments to Registrar to be stored in the student's record.

Student Signature/ Date

Division Dean of Instruction Signature/Date

Instructor Signature/ Date

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PART D: Appeal to the Chief Academic Officer (completed by the CAO)

CAO will review all relevant materials pertaining to the appeal. The CAO's decision is final.

Final Grade Applied by the CAO:

CAO will review all materials and statements submitted. CAO may meet with student, instructor and/or instructional administration to review information as deemed necessary.

Date: _____ Time: _____.

CAO Signature/Date

NOTE: The form above will be emailed to the student, instructor and dean using CCC's email system as documentation that the resolution has been communicated to all parties. A copy of the form and attachments will be submitted by the CAO or designate to the Registrar to be placed in the student's record.