

Student Grade Appeal

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 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 policy 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.

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 appeal to the Division Associate Dean of Instruction *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 with the Associate Dean, 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 electronic 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.
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 Division Dean of Instruction's resolution.
 - a. The student may appeal by contacting the College Executive Vice President in writing to request final consideration of the appeal *within 5 business days of notification by the Division Dean of Instruction. (Executive Vice President completes Part D of Grade Appeal Action Form)*
11. The College Executive Vice President will review all relevant materials pertaining to the appeal and arrive at a final decision within 10 business days. The decision of the College Executive Vice President regarding the resolution of grade appeal is final.

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 retains form for file.
- 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 signs below and retains a copy.

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. Instructor retains form a copy.
- 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*). Division Associate Dean of Instruction and Instructor signs below and Instructor retains a copy.

Student Signature/ Date

Instructor Signature/Date

Division Associate Dean of Instruction Signature/Date

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.
- 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.
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Student Signature/ Date

Division Dean of Instruction Signature/Date

Instructor Signature/ Date

PART D: Appeal to the College Executive Vice President (completed by the Executive Vice President)

College Executive Vice President will review all relevant materials pertaining to the appeal. The decision is final.

Final Grade Applied by the College Executive Vice President:

Student and College Executive Vice President will discuss/review final grade noted above.

Date: _____ Time: _____. Student and College Executive Vice President sign below. Form is returned to the Division Dean of Instruction.

Student Signature/ Date

College Executive Vice President Signature/Date

Instructor and College Executive Vice President will discuss/review final grade noted above.

Date: _____ Time: _____. Instructor and College Executive Vice President sign below. Form is returned to the Division Dean of Instruction.

Instructor Signature/ Date

College Executive Vice President Signature/Date

NOTE: The signatures above are included as documentation that the resolution has been communicated to all parties.

