

POLICY FOR GRADE APPEALS

EFFECTIVE 1 MARCH 2013

This is the current and standing Grade Appeals Policy, in force as of 1 March 2013 and supersedes previous grade appeals policies.

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The purpose of the grade appeal procedure is to afford an opportunity for a student to appeal a final grade in a course which the student feels was inequitably awarded.

Since the Grade Appeals Process may result in the change of a grade, it must be noted that change as a result of the Appeals Process is of a different nature than a grade change initiated by professors. A grade change *per se* is initiated *by the professor*; whereas, the Grade Appeal is initiated *by the student*.

Students are advised that the Grade Appeals Process entails an examination of the student's entire body of work in the course whose grade is being appealed, and as a consequence the list of possible options includes, but is not limited to, the following: 1) the original grade given by the professor can remain unchanged; 2) the grade can be changed upward; or, 3) the grade can be changed downward.

A student may appeal a grade following the process outlined below:

Step 1

The student must communicate with the instructor in question and attempt to resolve any differences in an informal manner at that level. If this process is successful there will be no need to proceed to any further steps and the faculty member shall communicate the grade change to the Registrar in accordance with the wording found in Section 2201.1.

Step 2

A student who is unable to resolve the differences in an informal manner with the instructor must file a written appeal with the Chief Academic Officer within 15 calendar days following assignment of the disputed grade. All appeals will be date stamped and logged in on the date received.

Step 3

The Chief Academic Officer will refer the request to the Appeals Subcommittee of the Academic Committee which shall be a panel comprised of faculty members and personnel from the Division of Student Services. The faculty member whose grade is being challenged cannot serve on the Appeals Subcommittee. When the Subcommittee convenes, it will keep minutes of the proceedings and record the outcome of their deliberations.

In order for an appeal to be upheld, the Subcommittee must render a unanimous decision within 15 days from the date that the appeal is received in the Office of Academic Affairs. The Chief Academic Officer or designee shall inform the student filing the appeal, the faculty member involved and the Academy Administration of the decision. This notice shall be put in writing.

Step 4

In the event that the Appeals Subcommittee cannot reach a *unanimous* decision, it will be referred to the Academics Committee for final disposition. The Academic Committee must render its decision within 15 days from the date that it was referred to the Academic Committee from the Appeals Subcommittee. The decision of the Academic Committee would require a majority vote.

Step 5

The majority decision of the Academics Committee, or the *unanimous* decision of the Appeals Subcommittee, shall be considered final and binding. The Chief Academic Officer or designee shall inform all parties of the decision.