

2.15 GRADE APPEALS

In the interest of due process, the College provides an appeal process for a student who believes that a recorded final grade does not accurately reflect his/her academic performance in a course. This policy is applicable for both credit and noncredit offerings. Grades can be appealed in instances where a student believes that an inaccurate final grade has been issued such as arbitrary grade issuance, inconsistent grading practice, or mechanical error.

As the initiator of the process, the burden of proof is on the student to demonstrate the grade is inaccurate. It is incumbent upon the student, while attempting to resolve the issue, to strictly adhere to the established appeal procedure.

Grade Appeals Procedures

A student who is dissatisfied with a grade should first discuss the situation with the course instructor. If the student is not satisfied with the instructor's reason for awarding a certain grade, the student may appeal to that instructor's dean. **Grade appeals not resolved with the course instructor must be submitted in writing to the appropriate dean within one year of receiving the grade.**

The appropriate dean will examine the facts and make a decision.

Students may appeal the decision of the dean by submitting a written appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will study the facts and make a decision, with notification of the decision. **The Vice President of Academic Affairs' decision is final.**

The following chart summarizes the appeal process:

Grade Appeals Chain

Contact - Form of Appeal - Decision Period

1. **Instructor** - Verbal - Immediate
2. **Dean** - Written - 10 Days
3. **Vice President of Academic Affairs** - Written - 10 Days