

CHAPTER:		DATE ADOPTED	NUMBER
STUDENTS	Student Grade Appeal	August 10, 1999	408
		Revised November 15, 2005 Revised July 11, 2006 Revised March 6, 2018	
SYNOPSIS:			
1	General Policy		
1	<p>General Policy: A student who believes a course grade is inaccurate may seek an appeal as follows:</p> <ol style="list-style-type: none"> a. Within 60 calendar days following the end of a course, the student will inform the instructor or Dean in writing of questions concerning the course grade. The written correspondence will address all questions concerning the criteria and procedures the instructor used in determining the grade, the process by which it was assigned, and to request error correction, if any, in the grade. b. Within 14 calendar days after the instructor's receipt of the student's written questions, the instructor will offer to meet or communicate with the student to attempt to resolve the questions concerning a grade. c. If, after the discussion with the instructor, the student believes that the grade is still inaccurate, within 14 calendar days of the instructor's decision, the student will submit in writing to the department Dean regarding all questions concerning the course grade. Within 14 calendar days after receipt of the student's written questions, the Dean shall meet or communicate with the instructor and student separately and/or together in an effort to resolve the question regarding the grade. d. If the steps above do not solve the question regarding the grade, the student may submit his/her written questions concerning the course grade to the Vice President of Instruction no later than 10 calendar days after the Dean delivers his/her final decision of the grade. Within 14 calendar days after receipt of the written questions from the student, the Vice President of Instruction will submit to the student, the instructor, and the Dean a written decision concerning the appeal of the grade. 		