

CCSN Policy	Section: ACF	Number: 6
Title: STUDENT GRADE APPEAL POLICY		Policy Effective Date: <u>April 6, 2006</u>
Approved: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u><i>Richard Carpenter</i></u> CCSN President </div> <div style="width: 45%; text-align: right;"> <u><i>April 6, 2006</i></u> Date </div> </div>		
<hr/> <div style="display: flex; justify-content: space-between;"> Faculty Senate Recommendation Faculty Senate Recommendation Unnecessary </div> <p><u>Recommended</u> Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u><i>Darren Divine</i></u> Faculty Senate Chair </div> <div style="width: 45%; text-align: right;"> <u><i>April 6, 2006</i></u> Date </div> </div>		
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Grade Appeal Policy:

- A. A student may request a change of grade for any of three reasons:
1. A clerical or computational error was made by the instructor in assigning the grade.
 2. The instructor lost or damaged student work that had been completed and submitted as assigned.
 3. The instructor evaluated the student's work on the basis of different factors than were used to evaluate the work of the other students in the course.
- B. The student will first discuss the request for change of grade with the instructor. If the matter cannot be resolved, the student may appeal in writing to the department chair/head. This appeal must contain a signed statement of the reasons for a change in grade and any supporting documentation including course syllabi and copies of any disputed work etc. This appeal must be submitted within four months of the end of the course in which the grade is being disputed. If resolution is still not reached, the student may appeal to the dean of the division. The dean will refer the appeal to the Division Grade Committee. The Division Grade Committee will rule on the matter within 30 days of the date of the appeal to the dean.
- C. The Division Grade Committee will be appointed annually. Division dean will solicit members for this committee as defined below.
- The Committee will consist of five members of the division:
1. One department chair/head selected by the dean.
 2. Two division faculty members selected by the dean.
 3. One representative from Student Services selected by the Vice President for Student Services.
 4. The fifth member of the committee will be a faculty member selected by the student. If the student declines to suggest a committee member the dean will select the fifth member from the discipline involved in the appeal.
 5. The dean will seek replacement of any member of the Committee, who is directly involved in a particular case. If a member of the committee is unavailable, the Dean will replace the member for that individual appeal.
- D. When a grade appeal is referred to the Division Grade Committee, the Committee will schedule a formal hearing at which the student and the instructor may each make a statement of the case. The Committee may hear other witnesses and examine evidence as they choose.
- E. The Committee may decide:
1. no action;
 2. the grade will be changed; or
 3. the student may replace lost or damaged work.

The Committee's decision will be binding on all parties. Sufficient evidence must be presented, by the student for the Committee to recommend a change of grade or the acceptance of replacement work. If a change of grade is recommended, the dean will sign and file the grade change form. If replacement work is recommended, the committee will establish a reasonable time line for completion of the replacement work and the dean will appoint a faculty member from the same or related discipline to evaluate the replacement work and decide the student's final grade.

- F. The Committee will prepare a summary of the appeal and the reasons for their decision. The summary will be sent to the student, the faculty member, the department chair/head, and the division dean.