

Academic Appeals

A. Final Grades.

Final grades are based only on academic standards and the instructor's evaluation of how well a student achieved those standards. Final grades shall be based upon written grading criteria given to the student at the beginning of each course. Each instructor is required to issue a syllabus for the course the first class session each semester outlining the requirements for the course and the grading criteria to be used in the course.

Only final grades given at the conclusion of the course may be appealed. Grounds for Final Grade appeals include:

1. Failure of the instructor to follow the written criteria given to the student at the beginning of the course (or failure of the instructor to provide written criteria as required).
2. Alleged errors in the mathematical calculation of grades.
3. Alleged errors in recording the grade on the student's transcript.
4. Non-academic issues such as attendance (i.e. if a student completed the work and would otherwise have been entitled to a grade acceptable to the student, but did not receive the grade due to poor attendance, poor class participation, discrimination, etc.).

In the case of a final grade appeal, the student must begin the appeal process within ninety (90) days from the conclusion of the course. Each final grade being questioned must be appealed separately.

B. Academic Honesty.

In the case of an academic honesty violation (as defined in the Code of Student Conduct and Discipline), the student must begin the appeal process within two (2) working days from the date disciplinary action was initiated by the faculty member or other college official, except in the case of an "XF." If the student wishes to appeal the grade of an "XF," the above final grade appeal deadlines are then used.

C. Appeal Procedure.

A student begins the appeal process by completing the Academic Appeal Form available in the office of the chief academic officer and then:

1. for a final grade appeal, conferring with the appropriate course instructor. If the problem cannot be resolved, the student may continue the appeal process by making an appointment with the chief academic officer.

2. for an academic honesty appeal, including appeal of an "XF" grade, meeting with the course instructor is not required, and the student shall make an appointment with the chief academic officer.

It rests with the chief academic officer's discretion to investigate and determine the basis for the appeal and then either resolve it or refer it to an ad hoc committee appointed by the chief academic officer or by the president of the college. No further appeal by the student is allowed.

(Replaces Grade Appeals)

Revised: 03/08/01, 11/13/03, 04/09/09