

Final Course Grade Appeal Policy and Procedure

Approved by President 10/18/13*

Policy Statement: The evaluation of the quality of a student's performance is the prerogative of the instructor. Nothing stated below is intended to place a limitation on this prerogative and the instructor may be involved in the review at each stage in the appeal process. All final course grade appeals should be viewed as confidential matters between the student, the instructor, and the appropriate administrators.

Procedure: If a student does not understand the reason for a final course grade, it is the student's responsibility to contact the instructor of the course about the final course grade. If after such informal consultation the student does not agree with the basis on which the final course grade was assigned, the student may initiate a formal appeal according to the procedures below.

The burden of proof rests with the student. The student must follow the stages of appeal as outlined herein, and must wait until a decision is reached at each stage before proceeding to the next level of appeal. It is the student's responsibility to request the initial appeal and all subsequent appeals, and to provide supporting documents at each appeal stage to the party considering the appeal. All relevant and supporting documentation should be presented at the first appeal. New material cannot be introduced in subsequent appeals except in extraordinary cases presenting a compelling reason as to why the material could not have been presented at the initial appeal and why it should be considered now. Appeals following the initial appeal to the instructor are reviews of the record; no hearings are held.

Initial Appeal Deadline: The initial appeal for a change of a final course grade must be initiated prior to the mid-term of the semester after the final course grade was received. For purposes of this policy, the "initial appeal" is defined as the first written appeal to the instructor.

Appeal to Instructor: The student must state the basis for the final course grade appeal in writing and include all relevant supporting documents using the attached "Appeal of Final Course Grade" form. The instructor must schedule a meeting with the student to discuss the appeal within 5 working days of receipt of the appeal request. The instructor must render a written decision including reasons for the decision and supporting documentation within 5 working days of the student meeting. The instructor must provide written notification of the decision with reasons to the student within this time period.

Appeal to Division Chair: A student dissatisfied with the instructor's decision may submit a written appeal to the Division Chair within 5 days of receipt of the instructor's decision. This appeal and all further appeals, are a review of the record; no new information may be presented by the student and no additional hearings will be held. Upon receipt of the appeal, the Division Chair will review the record, consult with the instructor, and issue a written memorandum detailing the decision and reasons for the decision. The Division Chair must render a decision within 5 working days of receipt of the appeal record and provide written notification of the decision with reasons to the student within this time period.

Appeal to the Vice President: A student dissatisfied with the Division Chair's decision may submit a written appeal to the Vice President within 5 days of receipt of the Division Chair's decision. The Vice President will review the record and may also request materials from the instructor.

In an attempt to resolve the grade appeal, the Vice President may interview the student, instructor, and others who may have pertinent information. If the Vice President determines the need for a review committee to examine the issue, the committee shall consist of:

- One faculty member from each division
- Ex Officio: A staff member from Student Affairs recommended by the Vice President for Student Affairs

The committee, if appointed, will advise the Vice President regarding the grade under appeal.

Regardless of whether the Vice President appoints a committee, the Vice President will render a written decision on the grade appeal with reasons for the decision and supporting documentation within 5 days of receipt of the appeal. The Vice President will provide written notification of the decision with reasons to the student within this time period.

Final Appeal to President: A student may submit a formal written appeal to the President within 5 days of receipt of the Vice President's appeal decision. A paper copy must be hand delivered to the President's office which clearly states the reasons for the appeal and contains the entire record of appeals. It is the student's responsibility to submit the entire record with the request for appeal to the President. Upon receipt of the appeal, the President's review is limited to consideration of whether the record contains a substantial basis to uphold the decisions. The president will render a decision on the appeal within 10 business days of receipt of the appeal request. The President will provide written notification to the student of the decision within this time period. This is the student's final institutional appeal.

Appeal to Board of Regents: A student may appeal to the Board of Regents as provided in the Policy Manual of the Board of Regents.

Additional Policies Which May Apply

If the basis of a student's final course grade appeal is a claim of discrimination or harassment by an instructor, the student is directed to the EGSC Discrimination and Harassment Policy. If the basis of a student's appeal is due to frequent misunderstandings and/or on-going conflict with an instructor, the student is directed to the EGSC Conflict Resolution Policy.

*Approved by Academic Policies and Curriculum Committee May 3, 2013
Approved by Faculty Senate September 20, 2013