

Academic year 2021-22: Appeals of Academic Evaluations Policy and Procedures

Below are the procedures from the college handbook:

4.6.4 Grading Appeals.

4.6.4.1 Appeals Procedure for Grades and Grading Practices.

A student who wishes to challenge the grading practices of an instructor of the College may appeal for a change of grade, using the following procedures.

a. Timetable.

The student must initiate the appeals procedure with the instructor on or before the third Wednesday of the semester following the issuance of the grade in question (excluding summer terms). First, the student must meet with the instructor involved in an attempt to resolve the problem.

If the matter remains unresolved, the student must request a meeting at which the Department Chair (or the Program Director), the instructor, and the student are present. The student must make this request to the Department Chair (or Program Director) by the fifth Wednesday of the semester following issuance of the grade in question (excluding summer terms). The student shall be given the opportunity to explain his/her position and present relevant documentation to the Department Chair (or Program Director).

The Department Chair (or Program Director) shall prepare a written summary of the issues, his or her findings of fact, and a proposed resolution to be presented to the student and the instructor.

If the proposed resolution of the Chair or Director is not satisfactory to the student, he or she may appeal in writing to the Dean, who will refer the appeal to the Academic Integrity and Appeals Committee. All appeals must be delivered to the Dean within ten (10) working days of presentation of the proposed resolution to the student and instructor. Absent a timely appeal by the student, the proposed resolution of the Chair or Director becomes final.

Upon receipt of the appeal the Committee shall invite the instructor to submit a written response to the appeal.

The Committee may meet, alone or with some or all of the parties involved, (1) to familiarize itself with the relevant facts and review the instructor's written grading policy as stated in the syllabus and other relevant documents and (2) to decide if a formal hearing is necessary. Note: A formal hearing is not necessary unless there is at least one material disputed fact issue, the outcome of which depends upon the credibility of a witness.

If the Committee determines a hearing is not necessary, the Committee shall determine, by a preponderance of the evidence, whether the grading practice and/or grade under review is either (1) arbitrary and capricious or (2) unsupported by the relevant facts and academic standards. If either question is answered in the affirmative, the Committee shall recommend the appropriate change in grading practice and/or a particular grade. If not, the Committee shall recommend that the grading practice and/or grade remain unchanged. The Committee, having considered all appropriate information, shall submit to the Dean, in writing, its findings of fact and recommendations within three (3) working days of its decision.

If the Committee determines a hearing is necessary, the Committee will notify the student and the instructor in writing at least ten (10) working days prior to the hearing date. The notification shall include a summary of the facts, copies of any documents which may be relied upon by the Committee, a description of the hearing procedures, and the date, time, and location of the hearing.

b. Hearing Procedures.

Hearing procedures shall be similar to those outlined in Sections 4.6.15-4.6.20 above. The Committee's charge is to determine, by a preponderance of the evidence, whether the grading practice and/or grade under review is either (1) arbitrary and capricious or (2) unsupported by the relevant facts and academic standards. If either question is answered in the affirmative, the Committee shall recommend the appropriate change in grading practices and/or a particular grade. If not, the Committee shall recommend that the grading practice and/or grade remain unchanged. The Committee, having considered all appropriate information shall submit to the Dean, in writing, its findings of fact and recommendations within three (3) working days of its decision.

c. Final Decision.

The Dean reviews the Academic Integrity and Appeals Committee's findings and recommendations and makes a final and unappealable decision with regard to all matters pertaining to the appeal. The Dean shall provide a concise written decision to the members of the Academic Integrity and Appeals Committee, the student, and the instructor within three (3) working days of the Dean's decision.