

# ACADEMIC APPEALS

## STUDENT ORIENTATION

### Appeal of a Final Grade

All academic appeals related to final grades received in courses must be submitted to the Chief Academic Officer within 30 business days from the date the semester ends. Failure to appeal within the 30-day period will result in the waiver of the student's rights to appeal the decision. Note: This policy does not apply to students disputing grades received on exams, assignments, research papers, etc. Those kinds of grade disputes must be resolved between the faculty member and the student within the same semester.

To appeal a final grade:

1. A student consults the faculty member regarding a disputed final course grade within the timeframe listed above. If the faculty member agrees that a course grade change is warranted, the faculty member will complete a Grade Change Form and forward the form to the Chief Academic Officer.
2. If no satisfactory agreement can be reached with the faculty member, or if the student is unable to contact the faculty member, the student contacts the College Counselor. Students consulting the College Counselor without first meeting with the faculty member will be referred to the faculty member.
3. The student may consult the College Counselor who determines that the student has first failed to reach a satisfactory resolution with the faculty member. If no satisfactory conclusion can be reached between the faculty member and the student, the student completes the top portion of the Academic Appeal form and returns it to the College Counselor.
4. The College Counselor will submit the form to the Chief Academic Officer. The faculty member is contacted by the Chief Academic Officer and is given a copy of the Academic Appeal form. The faculty member is required to respond and may add documentation to the Academic Appeal form before returning the form to the Chief Academic Officer by the deadline.
5. The Academic Appeal Committee will meet within two weeks of receiving the appeal to review the student's appeal letter and the instructor's course syllabus, grade book, student's assignments and assessments, criteria used for determining grades, and other relevant documentation. Once the committee reaches a decision, the student will be notified by the Chief Academic Officer or their designee.
6. If the decision of the committee is to change the grade, the committee will complete the Grade Change Form and submit it to the Chief Academic Officer. The Academic Appeals Committee may change a reported grade in the case of emergency circumstances (e.g., death of a faculty member, faculty member leaving the country, etc.). The student's Academic Appeal Form must be completed and signed by the Chief Academic Officer.
7. If a student is not satisfied with the Academic Appeals Committees' decision, the student may submit a written appeal within three (3) working days to the Chief Academic Officer of the College. The Chief Academic Officer will respond to the student after a review of the written appeal.