

Title:	Academic Grade Review and Appeal Policy
Effective Date:	Fall 2014
Date of Last Revision:	05/22/2023
Review Date:	05/22/2023
Cancellation:	
Responsible Office:	Academic Affairs

Academic Grade Review and Appeal Policy

Policy

Grade reviews concern only the correct allocation of a final grade in a course. The responsibility for evaluating student work and assigning grades resides with the instructor of the course.

The purpose of the grade review and appeal process is to ensure the following:

- a.) An initial informal opportunity is provided for a student to understand the reasons a final grade was assigned by a particular Instructor.
- b.) To provide, in the case of the grade disputed, a clear formal procedure for the student and instructor to follow to a written decision. In this process, the student has the burden of proof to objectively demonstrate that the final grade assigned is inappropriate.
- c.) To provide an appeal process that is accessible to both student and instructor, that results in a final college level, written decision.

The awarding of an appropriate grade is aligned with the concepts of Academic Integrity and the maintenance of quality learning environments. The procedures of the Academic Grade Review Policy are published in the College Catalog and are reviewed periodically at the direction of the Chief Academic Officer.

Attachments

Reference:

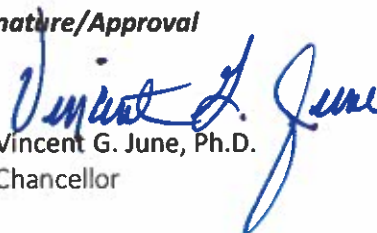
Policy Reference:

Review Process:

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
Responsible Office	Rev 1: 05/22/2023		
Committee for Institutional Policy Review	Initial: 03/27/2014 Rev 1: 05/09/2023	Initial: 03/27/2014 Rev 1: 05/9/2022	
Executive Leadership Team	Initial: 03/27/2014 Rev 1: 06/22/2023	Initial: 03/27/2014 Rev 1: 06/22/2023	Fall 2014

Chancellor's Signature/Approval

SIGNATURE:



Vincent G. June, Ph.D.
Chancellor

DATE:

**Final Distribution:**

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review