

ISP 281P

Grade Appeal Procedure

PURPOSE

States procedures by which a student can dispute their final grade as well as the guidelines for understanding faculty and administration responsibilities.

SUMMARY

The instructor maintains the right and responsibility to determine grades and other evaluations of students consistent with the criteria in the syllabus as outlined in ISP 160.

A student may appeal for a change in their final grade if the student believes that the evaluation standards and grading criteria were not met or were not clear.

Above all, CCC wishes to prevent such instances. Faculty are encouraged to make available and accessible both the grades for student work and the mathematical process that will result in the final grade. In cases of a grade appeal, faculty, administration, and students are all expected to maintain an attitude of facilitation, transparency, and respect.

PROCEDURE

1. Within one term of receiving the final grade to be appealed, a student will contact the course instructor in writing with a request for an explanation of the grade.
2. The instructor will respond in writing within 14 days of the initiation of contact.
 - a. If the instructor does not respond in writing within 14 days, the student will contact the instructor's supervisor in writing.
 - b. If the instructor responds, but the student is not satisfied with the explanation, the student has 14 days to contact the instructor's supervisor in writing to continue the appeal. Students uncertain of the supervisor's information can contact the administrative assistant for the department or enrollment services.
3. The instructor's supervisor will meet with the student within 14 days of the student's written request.
 - a. If the supervisor does not respond within 14 days, the student will contact the Vice President of Instruction in writing to request final appeal.
 - b. If the supervisor responds, but the student is not satisfied with the response, the student will contact the Vice President of Instruction in writing to request a final appeal.
4. The Vice President of Instruction will proceed in one of two ways:
 - a. If the VP agrees with original grade, that decision is final.
 - b. If the VP supports a change in grade, they must respond in accordance with Article 4 of the applicable Full-Time or Part-Time Bargaining Agreement.

REVIEW HISTORY

ISP Committee	Adopted	[Date]	DEI Reviewed
College Council	Reviewed	[Date]	