

# ISP 281

## Grade Appeal

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### PURPOSE

Establishes guidelines by which a student can appeal 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.

### STANDARD

1. A student has the right to appeal their final grade within one term if:
  - a. the student believes that the evaluation standards and grading criteria contained in the course syllabus were not followed by the instructor, or
  - b. the student believes the instructor's syllabus did not contain the evaluation standards and grading criteria by which the student could understand the process of how their final grade would be assigned.
2. Students will appeal directly to the instructor. If the instructor's response is unsatisfactory to the student, the student may initiate the grade appeal procedure (ISP 281P).
3. This policy does not apply to individual assignment grades and can only be initiated in regards to a student's final course grade.

### REVIEW HISTORY

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