

3357:13-14-291 Academic Grade Appeal Procedure

- (A) The formal process may be used only for grading issues that impact the final course grade. For example, if a student disagrees with a grade given on a particular assignment but changing the grade on that particular assignment will not affect the student's final course grade, then the issue is not appropriate for a formal appeal. In this situation, the student may lodge a verbal or written complaint about the instructor's grading practices with the department assistant dean, but may not file a formal course grade appeal.
- (B) Students may not file a formal course grade appeal during the semester. Grading issues that remain unresolved during the semester may become the basis for a formal course grade appeal once the semester has ended and a final course grade has been assigned.
- (C) Level 1. The student must initiate the appeal process by first discussing the action that is the source of the disagreement with the following college employees in the preferred order listed below:
 - (1) Course Instructor
 - (2) Assistant Dean in the division in which the course is offered
- (D) Level 2. In the event that an acceptable resolution is not found through discussions with each of the above individuals, the student may file a formal appeal. The formal appeal is initiated once the student completes and signs the "Request for Academic Appeal" form and submits the form and supporting documentation to the dean in the division in which the course is offered.
 - (1) Supporting documentation should include:
 - (a) A copy of the syllabus
 - (b) A copy of the graded assignment on which the formal course grade appeal is centered, if available
 - (c) A portfolio of the student's other graded work from the course, including papers, projects, homework, tests and other assignments, if these materials are available
 - (d) Any other documents the student believes are relevant to the resolution of the course grade appeal
 - (2) All formal Academic Appeals must be filed by the end of the semester following the semester in which the course was taken, including summer. The Academic Appeals process will be handled in a timely manner, depending on the availability of information related to the appeal. Academic appeal decisions will be rendered no later than six (6) weeks after the Request for Academic Appeal form is submitted to the dean.
 - (3) The division dean will investigate the allegation made by the student. Meetings will be held with the student and the faculty member. Each party may have an appropriate

campus representative at the meeting, but this person cannot speak for the individual. A written decision of the findings will be sent to both parties involved.

- (E) Level 3. The final level of appeal is to the chief academic officer who will respond in writing within four (4) weeks of receiving the appeal. The decision of the Chief Academic Officer is final.

Effective: December 1, 2015

Expires: November 1, 2020

Revised: 5/14/85, 12/1/15