

Final Grade Appeal Policy, Process, and Form

POLICY

Faculty members have the authority to grade student work and to assign grades; these are academic judgments. A faculty member's syllabus enumerates student academic performance expectations and consequences. Faculty members render academic judgments when a student's academic performance violates established standards or fails to meet stated expectations. Academic judgments, made by faculty, are based on academic content, course requirements, and student performance. Students may only appeal as stated below and may not appeal grades based on allegations concerning such as the competence of a faculty member, the fairness of examinations, the difficulty of a course, or other matters of a purely academic nature. The grade appeal procedure is NOT to be used to review the judgement of an instructor in assessing the quality of the student's work or the student's perceived effort in the course, nor is it to be used if the student disagrees with the instructor on how the course was conducted. Such concerns should be shared with the instructor and/or the appropriate division coordinator, or in the case the instructor is the division coordinator, the Dean of Academic Affairs. Grades for individual assignments and exams may not be appealed. While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a course grade that he or she believes to be unwarranted may appeal that grade using these stated procedures based on the reasons stated below.

Note: Students may not use this procedure to appeal grades resulting from violations of Academic Honor Code.

Any student considering a grade appeal should understand that each faculty member has the right and responsibility to determine grades according to any method chosen by the faculty member as long as these methods follow professional and disciplinary standards, are clearly communicated to everyone in the class, are equally applied to all students.

Grades may only be appealed under the following grounds:

- a) The assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the course.
- b) The assignment of a grade to a particular student on some impermissible basis other than the performance in the course. Note – Concerns about discrimination based on protected category or retaliation should be raised using Policy 3.1 of the Andrew College Policy & Procedures Manual.
- c) The assignment of a grade by a substantial departure from the instructor's criteria distributed in writing.
- d) Other. (Provide detailed explanation and support documentation.)

INFORMAL APPEAL PROCESS

Within 30 business days after the end of the term in which the course was taken, if a student does not understand the reason for a grade, it is the student's responsibility to consult with the instructor of the course either in person or via Andrew College email. If the instructor is not teaching at Andrew College during the term following issuance of the grade, the student will make contact with the instructor through the Division Coordinator to appeal the grade informally.

FORMAL APPEAL PROCESS/INSTRUCTIONS

If, after consulting with the instructor, the student's situation fits into one of the categories listed above, the student may initiate an appeal according to the procedures given below. The burden of proof rests with the student.

All grade appeals should be viewed as confidential matters between the student, the instructor, and the appropriate administrators and must be completed in the time allotted unless an extension is authorized by the Dean of Academic Affairs.

The student must first appeal a grade to the instructor who awarded it. This process must begin **within 30 business days after the end of the term in which the course was taken**.

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Student must complete this part of the appeal form within 30 business days after the end of the term in which the course was taken and forward **with copies of all material relevant to the appeal to the instructor** (support materials MUST include the class syllabus, copies of any instructions or guidelines for any assignments in question, copies of any graded assignments in question, and should include any other materials relevant to the appeal, such as emails, list of days absent, etc.).

An appeal may not move forward without the complete documentation supporting the appeal.

Student Biographical Information

Last Name		First Name		Middle Initial	
AC ID Number	Degree (AA, AS, etc.)	Major		Advisor	
AC email address		Phone			
Mailing Address (Street, PO Box, etc.)		City	State	Zip Code	

Course Information

Dept	Number	Section	Course Title		Credit Hours
Semester	Year		Instructor		Final Grade
Student Name (printed)			Student Signature		Date

State below the reason(s) for the grade appeal. Grades may only be appealed under the following grounds:

- The assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the course.
- The assignment of a grade to a particular student on some impermissible basis other than the performance in the course. Note – Concerns about discrimination based on protected category or retaliation should be raised using Policy 3.1 of the Andrew College Policy & Procedure Manual.
- The assignment of a grade by a substantial departure from the instructor’s criteria distributed in writing.
- Other. (Provide detailed explanation and support documentation.)

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Instructor (to be completed within 7 business days of receipt of grade appeal form)

The instructor should review all materials submitted by the student, consult with the student as needed, then complete this section of the Grade Appeal

Department	Instructor's Name	Date the Grade Appeal was Received

_____ The student has met the criteria for a grade appeal and has made the case for a grade change.
Grade will be changed from ____ to ____.

Grade change form must be submitted to the Office of the Registrar for the grade to be officially changed.

_____ The student met the criteria for a grade appeal but has not made the case for a grade change.

_____ The grade appeal does not fit the stated criteria.

Instructor's Comments (attach additional documents as needed)

Decision communicated to the student: _____ in person _____ by email _____ by mail

Instructor Name (Print)	Instructor (Signature)	Date when decision communicated to student

Does the student wish to continue the appeal? _____ Yes _____ No

The student must signify to move to the next level within 7 business days from the date of the of the instructor's decision, if that is how the student want to proceed.

If the student decides to continue the appeal, this form and all materials submitted by the student and the instructor will be forwarded by the instructor to the appropriate division coordinator. If the instructor is the division coordinator, forward to the Dean of Academic Affairs.

Student Name (Print)	Student (Signature)	Date

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Division Chair (to be completed within 7 business days of receipt of grade appeal form)

In the case the division chair is the instructor, the Dean of Academic Affairs will assign an alternate division chair to review the appeal.

The division chair should review all materials submitted: the student's case for appeal as well as the instructor's comments, consulting with both the instructor and the student as needed as well as other appropriate resources, and complete of this section of the Grade Appeal.

Division	Division Chair	Date the Grade Appeal was Received

_____ The grade appeal does not fit the stated criteria and has been forwarded to the Dean of Academic Affairs.

_____ The instructor has agreed to change the original grade from: _____ to _____
Grade change form must be submitted to the Office of the Registrar for the grade to be officially changed.

_____ The instructor sustained the original grade, and I _____ AGREE _____ DISAGREE

Division Coordinator's Comments (attach additional documents as needed)

Decision communicated to the student: _____ in person _____ by email _____ by mail

Division Coordinator (Print)	Division Coordinator (Signature)	Date when decision communicated to student

Does the student wish to continue the appeal? _____ Yes _____ No

The student must signify to move to the next level within 7 business days from the date of the of the instructor's decision, if that is how the student want to proceed.

If the student decides to continue the appeal, this form and all materials submitted by the student and the instructor will be forwarded by the appropriate division coordinator to the Dean of Academic Affairs.

Student Name (Print)	Student (Signature)	Date

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Dean of Academic Affairs (to be completed within 14 business days of receipt of grade appeal form)

The Dean of Academic Affairs will empanel three full-time faculty as an ad hoc Academic Appeals Council to review all materials submitted by the student, the instructor, and the division chair, consulting with the division chair, the instructor, and the student as needed, and make a recommendation on the appeal.

This decision of this council shall be final and binding on all parties.

Date the Grade Appeal was Received by Dean of Academic Affairs

Panel Members

Name	
Name	
Name	

Date documentation sent to Panel _____ Date of Meeting _____

Panel's Recommendation to the Dean of Academic Affairs

_____ The original grade is sustained.

_____ The panel has opted the original grade be changed from _____ to _____.

Grade change form must be submitted for the grade to be officially changed.

Decision communicated to the student: _____ in person _____ by email _____ by mail

Dean of Academic Affairs (Print)	Dean of Academic Affairs (Signature)	Date when decision communicated to student