

Procedure Number: B600.00.70.01.TTT
Date Adopted: September 2010
Date Revised April 2019

GRADE APPEAL OF A CURRICULUM COURSE

PURPOSE

To provide students, faculty members and staff with a procedure for addressing concerns related to in-course grades and final course grades of a curriculum (for credit) course.

PROCEDURE

The faculty are responsible for the assignment of student grades according to methods that are professionally acceptable, communicated to everyone in class, and applied to all students. Grading policies and details are required elements of every course syllabus, and follow the policies and procedures of Rowan-Cabarrus Community College.

Questions and concerns may arise about the faculty member's evaluation of a student's work and achievement in a class. Direct communication between the student and the faculty member is the first step to resolve any disagreement. This procedure outlines the steps to resolve any disagreements related to in-course or final course grades.

INFORMAL REVIEW OF AN IN-COURSE GRADE OR A FINAL COURSE GRADE

1. If a student believes they have been assigned an inaccurate or unfair grade for an in-course grade or final course grade, they must email the faculty member within 5 business days or the student will forfeit any appeal, and the grade will not change.
2. Once the faculty member has received the request for a review, the faculty member and the student have 5 business days to reach an informal resolution. If the decision is made to change the grade, the faculty member will be responsible for processing the change.
3. If resolution is not reached, the student may proceed through the Formal Review of an In-Course Grade procedure.

FORMAL REVIEW OF AN IN-COURSE GRADE

1. Formal review of an in-course grade is managed by the Dean of the program area, and a Student Success Services representative will be included in all communications.
2. To initiate this procedure, the student must submit a written formal grade appeal request within 5 business days to both the Dean and the Vice President of Academic Programs.
3. The Dean managing the resolution will base the decision for the in-course grade on evidence provided by the student and faculty member.
4. The final decision must be reached by the Dean within 5 business days of having received the request for review. This decision shall be documented in writing by the Dean and communicated to the faculty member, student, Student Success Services representative, and the Vice President of Academic Programs. If the decision is made to change the grade, the faculty member will be responsible for processing the change. The Formal Review decision is final.

FORMAL REVIEW OF A FINAL COURSE GRADE

1. If the student believes that the informal resolution of the final course grade is inaccurate or unfair, the student may submit a written request for a formal review of the final course grade within 5 business days to both the Dean and the Vice President of Academic Programs.
2. A Final Course Grade Appeal Committee will be formed. The Dean will chair and facilitate the Final Grade Appeal Committee, which will be:
 - a. Program Chair (or equivalent) from an academic division external to the academic division of the faculty member assigning the grade;
 - b. Faculty member from an academic division external to the academic division of the faculty member assigning the grade;
 - c. Student Success Services Representative who will act as the appealing student's advocate. They are non-voting.
3. The Student Success Services Representative will be charged to meet with the student to make sure he/she is familiar with the circumstances and procedure.
4. Both the faculty member assigning the final course grade and the student appealing this grade will be given the opportunity to address the Final Course Grade Appeal Committee and present evidence.
5. The Committee has 5 business days to make a recommendation to the Vice President of Academic Programs, beginning from the receipt date of the request for a formal appeal from a student.
6. The recommendation of the Final Course Grade Appeal Committee shall be reached through a vote of the 3 voting members. The Dean of the Final Course Grade Appeal

Committee will, in writing, report the recommendation of the committee to the Vice President of Academic Programs and the Vice President of Student Success.

7. The Vice President of Academic Programs and the Vice President of Student Success will review the recommendation of the committee and render a final decision within 5 business days. This decision will be communicated in writing to the student and the faculty member assigning the grade.
8. If the final grade is changed, it is the responsibility of the instructor to submit a change of grade form.
9. All Formal Grade Appeal decisions will be communicated to the Student Success Representative for recordkeeping purposes.

HISTORICAL NOTE

Former procedure numbers: 7.46

*Original (signed) procedure is on files in the
Rowan-Cabarrus Community College President's Office
Dr. Carol S. Spalding, President*