

This Policy shall apply to grade appeals unrelated to issues pertaining to the Code of Student conduct. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. If the grade is upheld, the student will be administratively dropped from the course.

- A. If a student is dissatisfied with his or her grade, the student must first meet with the faculty who assigned the grade within five (5) business days after official receipt of that grade. The faculty will make a written determination and provide it to the student. In cases where the student is unable to meet in person with the faculty, the student may contact the faculty by letter or email. If the faculty is no longer employed at the College, the student may proceed to step two.
- B. If the student is still dissatisfied with the faculty's determination, within five (5) business days thereafter, the student may meet with the Department Dean/AVP. The student must present the faculty's written determination. In cases where the student is unable to meet in person with the Department Dean/AVP, the student may contact the Dean by letter or email. The Department Dean/AVP will make a written determination and provide it to the student.
- C. If the student is dissatisfied with the Department Dean/AVP's determination, within five (5) business days thereafter, the student may meet with the Vice President of Instruction. The student must present the Department Dean/AVP's written determination. In cases where the student is unable to meet in person with the Vice President, the student may contact the Vice President by letter or email. The Vice President shall make a written determination and provide it to the student. The Vice President's decision is final.

Adopted: 7/01/2018

Revised: 2/20/2019; 10/24/2022; 4/24/2023