

## Addendum to Grading System Regulation 5.0013R

### Student Grade Appeal Process

The Student Grade Appeal Process provides the student with an opportunity to appeal a final course grade. Although the instructor of the course is the only individual who can change the final grade, this process provides an unbiased forum to discuss and dispute the final course grade. The student must initiate the process and be prepared to present supporting documentation. No adverse action will be taken against a student who chooses to utilize this process. **THE GRADE APPEAL PROCESS MUST BE STARTED BEFORE THE END OF THE NEXT LONG (FIFTEEN WEEK) TERM.**

The Student Grade Appeal Process includes the following steps:

**Step 1:** The student must meet with the course faculty member and discuss the issue of the grade appeal. If there is no resolution and the student intends to pursue the appeal, the student must obtain a Student Grade Appeal Form from the BCC website, his or her counselor, or any division office. The Student Grade Appeal Form must be completed, dated and signed by the course faculty member.

**Step 2:** If the issue is not resolved at Step 1, within two weeks of completing Step 1, the student must contact the department chairperson\* to arrange a meeting. The faculty member may be invited to this meeting if the department chairperson deems it appropriate. The student must attend the scheduled meeting and discuss the issue of the grade appeal with the department chairperson. The Student Grade Appeal Form must be completed, dated and signed by the department chairperson.

\*If the faculty member is also the department chair, proceed to the next step.

**Step 3:** If the issue is not resolved at Step 2, within two weeks of completing Step 2, the student must contact the division chairperson\* to schedule a meeting. The student must attend the scheduled meeting and discuss the issue of the grade appeal. The division chairperson will conduct an investigation of the situation. The Student Grade Appeal Form must be completed, dated and signed by the division chairperson.

\*If the faculty member is also the division chair, proceed to the next step.

**Step 4:** If the issue is not resolved at Step 3, within two weeks of completing Step 3, the student must send a copy of the Student Grade Appeal Form to the Office of the Dean of Academic Affairs and schedule a meeting. After meeting with the student and discussion with the faculty the Dean will review the appeal to determine if the student has appropriate grounds for appeal based on the statements in the syllabus and other instructor documents. If warranted, the Dean will convene the Academic Appeals Committee, which is a recommending body to convene a hearing. If not, the Dean makes the determination that the grade stands. The student will be notified in writing of the Dean's decision.

**Academic Appeals Committee:** The Academic Appeal Committee is convened by the Dean of Academic Affairs after Step 4 when the grade is still in dispute and the Dean determines that the student has grounds for an appeal. The Academic Appeal Committee will be made up of two (2) faculty members, two (2) students and the Dean (or designee), who will be a non-voting member, except in the event of a tie. The faculty member and student involved in the appeal will have an opportunity to be heard before the Appeals Committee, and any employee involved in Steps 1-3 may be asked to comment before the Committee. Any other individuals who wish to participate must receive prior approval from the Dean. Within two (2) weeks after the hearing, the participants will be informed, in writing, of the Committee's recommendation.

The faculty member must complete the following steps within two weeks:

1. Review the recommendation.

2. Make the final decision if the recommendation is made to change the grade.
3. Submit grade change if necessary.
4. Notify the Dean of Academic Affairs of final decision.

The Dean will notify the student within one week.

All employees involved in the Academic Appeal Process will keep a confidential record of their part of the process on a copy of the Appeal Form. Records of appeals will be confidential and will be maintained by the Office of the Dean of Academic Affairs. The records will be destroyed upon the student's graduation from Brookdale or three (3) years from the date of the Committee's recommendation, whichever comes first. Records may not be used in any detrimental way against the student or faculty member.

Approved by Governance & President: July 2005

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