

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 institute 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, if applicable.

In order for the Grade Appeal to continue to Step 3, at least one of the following criteria must be present:

- A data entry or arithmetic error was made.
- The grade was determined by different standards than those used for other students in the course section.

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

*If the faculty member is also the Institute Dean, 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 Vice President for Learning and schedule a meeting. After meeting with the student and discussion with faculty, the Vice President 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 Vice President will convene the Academic Appeals Committee, which is a recommending body, to convene a hearing. If not, the Vice President makes the determination that the grade stands. The student will be notified in writing of the Vice President's decision.

Academic Appeals Committee: The Academic Appeal Committee is convened by the Vice President for Learning after Step 4 when the grade is still in dispute and the Vice President 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 Vice President (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 Vice President. 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 to change the grade.
3. Submit grade change if necessary.
4. Notify the Vice President for Learning of final decision.

The Vice President 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 Vice President for Learning. 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.

Grading System Regulation 5.0013R

The committee recommends that the Student Grade Appeal Process be included in the Grading System Regulation 5.0013R.

Student Grade Appeal Process

Suggestions for Students from Students and Faculty

In order to begin, you should first review the entire Grade Appeal Process. You'll be best prepared if you are aware of all possible steps in the process. Since this is a formal process, it is important that you keep copies of all records and activities relative to this appeal and be properly prepared to present your appeal. Below are suggestions from students and faculty to assist you in the process.

- Gather any pertinent data. This may include:
 - Course syllabus
 - Any addendums (such as handbooks) supplied by the faculty if applicable to the course
 - Copies of any/all tests, quizzes or papers in your possession which are relevant to the grade in dispute (Note: Some departments such as Nursing have specific rules regarding providing copies of tests to students)
 - Copies of any/all notices and/or correspondence between you and the faculty member relevant to the grade in dispute.

- Organize your thoughts and write a list of reasons why you feel the final grade should be changed. Be factual. Have someone proofread your work. Please remember that a grade appeal is not a forum for personality disputes but for legitimate situations where a final grade is in dispute

STUDENT GRADE APPEAL FORM

STUDENT: _____ STUDENT ID: _____

STUDENT EMAIL: _____ STUDENT PHONE NO: _____

COURSE CODE: _____ SECTION: _____ TERM/YEAR _____

COURSE FACULTY MEMBER: _____

Please Note: Only a final course grade can be appealed and the first step of the appeal process must begin before the end of the next long semester.

What do you feel your grade should be and why? Be specific. (Attach additional information if needed)

Student signature: _____

ALL STEPS MUST BE FOLLOWED IN ORDER.

STEP 1: Meet with course faculty member. DATE: _____

OUTCOME AND RATIONALE (to be completed by faculty member):

Faculty signature: _____

STEP 2: (within two weeks after completion of Step 1)

Meet with Department Chairperson.*

DATE: _____

OUTCOME AND RATIONALE (to be completed by Dept. Chairperson):

Department Chairperson Signature: _____

In order for the Grade Appeal to continue to Step 3, at least one of the following criteria must be present:

- A data entry or arithmetic error was made.
- The grade was determined by different standards than those used for other students in the course section.

STEP 3: If at least one of the two criteria identified above is present (within two weeks after completion of Step 2)

Meet with Institute Dean*.

DATE: _____

OUTCOME AND RATIONALE (to be completed by Institute Dean):

Institute Dean Signature: _____

* If faculty member is also the department or Institute Dean, move to the next step, if applicable.

STEP 4: (within two weeks after completion of Step 3)

Send a copy of this form along with copies of all supporting documentation to the Office of the Vice President for Learning. Schedule an appointment to meet with the Vice President for Learning.

THIS PORTION WILL BE FILLED OUT BY OFFICE OF VICE PRESIDENT FOR LEARNING

Recommendation of Vice President:

_____ No grounds for appeal **OR**
_____ Convene Academic Appeals Committee

Vice President Signature: _____ DATE: _____

Date of letter of notification to student: _____

Date Academic Appeals Committee Convenes (if recommended by the Vice President for Learning):

Recommendation of Committee: _____

Date of letter of notification to participants: _____

Final outcome as recorded by the Vice President for Learning:

Grade change: Yes _____ No _____

Date of student notification: _____