

## GRADE APPEALS

### Grounds for Appeal

At LCOOC, instructors are expected to assess students regularly and consistently using criteria provided in a course syllabus to students at the beginning of the semester. All final grades must be based on established grading criteria, not on personal conduct or opinions unrelated to the academic standards. If the instructor is no longer employed at LCOOC, the student would appeal to the Academic Dean, who in collaboration with the Department Chair, will review grade sheets and course syllabus against the student's documentation of an error. A student may seek to appeal a final course grade based on one or both of the following factors:

- An error was made in the grade computation.
- The grade was based on factors other than those stated in the course syllabus.

The student bears the burden of proof in establishing existence of the above factors.

### Process for Appealing

The grade appeal process at LCOOC consists of both informal and formal procedures. If the situation cannot be resolved informally, the student has the right to bring an advocate to any formal appeal proceedings. An advocate must be a faculty member, academic advisor, or other employee of LCOOC.

1. The student must meet with the instructor to attempt to resolve the disputed grade informally. The student should present a rationale and documentation for changing the grade. If the instructor is not available (e.g. the instructor is no longer employed by LCOOC), the student should skip to step 2 and approach the Dean of Academic Affairs. The informal request for a change of grade must be done within four weeks from the beginning of the following semester.

**DEFINITION:** "following semester" means the immediate college semester after the course/grade in question. It does not necessarily mean the student's following semester; a student may not appeal a grade more than one semester old, regardless of enrollment status.

2. If the academic dispute cannot be resolved between the student and instructor, the student must meet with the Dean of Academic Affairs and instructor. The Dean of Academic Affairs will facilitate a meeting within two weeks and attempt to informally resolve the disputed grade.
3. If both attempts at an informal resolution fail and the student wishes to continue the appeal, the student must submit a written request and documentation of error for review of the contested grade. The written request must be submitted to the Dean of Academic Affairs within two weeks of the previous meeting with the Dean of Academic Affairs and the instructor.
4. Within two weeks of receiving the written request, the Dean of Academic Affairs will appoint an Ad-Hoc Grade Appeal Committee comprised of two non-involved faculty members and the Dean of Student Affairs (or their designee). The Ad-Hoc committee will select a chairperson and review the written appeal and documentation from both the student and the instructor. The Ad-Hoc committee may determine:
  - a. The appeal should be dropped, or

- b. The appeal should be formally reviewed by the Ad-Hoc committee and set a date within two weeks to complete the review. The student and instructor will be invited to present their documentation to the committee. The student may bring an advocate to the hearing.
5. The Ad-Hoc committee will provide a written finding and a recommendation, which will be submitted, to the Dean of Academic Affairs within one week of formal review. The Dean of Academic Affairs will review the findings and recommendation. If there is no cause to request a grade change, the matter is closed. If there is a recommendation for a change, the Dean of Academic Affairs will review findings and make a final determination on the appeal and submit a change of grade form if warranted.
6. The Dean of Academic Affairs will convey the findings and actions of the Ad-Hoc committee to the student, instructor, and department chair. Once a decision has been reached, there can be no further appeals upon the same matter.

#### Grade Appeals Timeline

##### ≤4 Weeks (from start of following semester)

The student must approach the instructor and attempt to resolve the issue informally. Any appeal initiated after the four-week period is invalid.

##### ≤6 WEEKS

The student must set up a meeting with the instructor and the Dean of Academic Affairs.

##### ≤8 WEEKS

If not resolved by meeting with the Dean of Academic Affairs, the student must submit a written request and all documentation to the Dean of Academic Affairs for a formal appeal. If a student fails to meet this deadline, there can be no formal appeal.

##### ≤10 WEEKS

The Dean of Academic Affairs will form an Ad-Hoc Grade Appeal Committee

##### ≤12 WEEKS

The Ad-Hoc Grade Appeal Committee will determine the validity of the appeal. If valid, the Ad- Hoc Committee will meet and hear the appeal. At this point, it is appropriate for the student to bring an advocate, if desired.

##### ≤13 WEEKS

The Ad-Hoc Grade Appeal Committee will submit their recommendation to the Dean of Academic Affairs for review and/or approval.

**DEFINITION:** ≤X Weeks means before or during Week X of the semester.