

This Policy shall apply to grade appeals unrelated to issues pertaining to the Code of Student conduct. The grade appeal process applies only to final course grades. 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. For sequential classes that have a clinical component, the student will be allowed to take the academic coursework, but will not be allowed to participate in the clinical component of the class until the appeal is over. If the grade is upheld, the student will be administratively dropped from the course and refunded the tuition.

- A. If a student is dissatisfied with his or her grade, the student must first meet with the instructor who assigned the grade within five (5) business days after official receipt of that grade. The instructor will make a written determination and provide it to the student. In cases where the student is unable to meet in person with the instructor, the student may contact the instructor by letter or email. If the instructor is no longer employed at the College, the student may proceed to step two.
- B. If the student is still dissatisfied with the instructor's determination, within five (5) business days thereafter, the student may meet with the Department Dean. The student must present the instructor's written determination. In cases where the student is unable to meet in person with the Department Dean, the student may contact the Dean by letter or email. The Department Dean will make a written determination and provide it to the student.
- C. If the student is dissatisfied with the Department Dean's determination, within five (5) business days thereafter, the student may meet with the Vice President for Teaching and Learning ("Vice President"). The student must present the Department Dean'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 for Teaching and Learning shall make a written determination and provide it to the student.
- D. If the student is dissatisfied with the Vice President's determination, within five (5) business days thereafter, the student may file a written appeal with all documentary evidence to the President or Appeal Committee Designee. The Vice President shall also file a written response, attaching the instructor and Department Dean's prior written decisions, to the President or Appeal Committee Designee. The President or Appeal Committee shall perform an "on the record review" and will make a determination within ten (10) business days after receipt of the student's appeal. If needed for clarification, the President or designee may meet with the student or ask the student or Vice President to submit additional information. The President or Appeal Committee shall make a written determination and provide a copy of the decision to the student and the instructor. The President's or Appeal Committee decision is final.

Adopted: August 26, 2022