

ADMINISTRATIVE PROCEDURE

TITLE: Grade Appeals

ADMINISTRATIVE PROCEDURE # 4233

RELATED TO POLICY # N/A

Introduction

Academic evaluation of student performance by instructors shall be based on academic performance and free of prejudice or capriciousness. Each instructor shall give students clearly stated written criteria for how they will be graded for the course within the course syllabus. Detailed instructions for how the student will be evaluated on each assignment will be provided within the given assignment. If a student believes their grade is incorrect, they may initiate a grade appeal within ten business days from the end of the term in which the course was taught.

A. Appeals may be submitted for:

1. Calculation/computational error
2. The instructor refuses or is not available to review a possible computational error
3. Capricious or arbitrary grade
4. Grade not reflecting course performance
5. Grade is inconsistent with other grade assignments in course (e.g. all A's were received on assignments and final grade posted was a B or lower).

B. To appeal an academic evaluation/grade:

1. Before initiating a grade appeal, students can opt to undergo a peer review discussion.
2. Within ten business days of receiving a final grade, students may start the appeal process by discussing the grade method in question with the instructor. If the instructor is unavailable, the Program Coordinator or Department Chair is authorized to step in as proxy.
 - a. The instructor or proxy has five business days to make a determination.

3. If a student is not satisfied with the outcome of their discussion with the instructor, they have five business days to appeal the decision to the Instructional Dean of the area where the instructor's program resides (currently Maxient).
 - a. The Instructional Dean has five business days to make a determination. The Instructional Dean's decision is final and will be documented in the college system.
4. Student(s) will not be sanctioned, or prohibited from attending subsequent course(s), at UCC until grade appeal is resolved.

RESPONSIBILITY:

The Chief Academic Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2030-2031

DATE OF ADOPTION: 2/12/2024 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: