

APPENDIX B

OFFICIAL STUDENT GRADE GRIEVANCE AND ACADEMIC APPEALS PROCEDURES

A. Basis for Initiating a Student Grade Grievance

In order to institute this grade grievance procedure, the student will be prepared to show that course or grade requirements were not clearly explained in the course syllabus, requirements were not uniformly applied, requirements were changed without sufficient notice or for capricious reasons, the instructor's data was not accurate, the final course grade could not be reasonably derived from data given, and/or prejudice affected assignment of the grade. The outcome of the process may be that the assigned grade will stand, assignment of the grade will be postponed until some agreed upon work has been completed, another grade will be substituted for the one originally assigned, or a compromise fitting the specific situation is reached.

B. Informal Grade Grievance Procedure

1. Within 10 working days of posting of grade, student meets with instructor and discusses disagreement with grade assignment.
2. Within 10 working days of discussion with student, instructor must give "fair hearing" to student's claim and must render decision: grade as assigned stands or grade is adjusted.
3. If student is dissatisfied with decision, the student will meet with the faculty member's immediate supervisor within 10 working days and discuss disagreement. Supervisor meets with instructor and discusses dispute and attempts to resolve it within 10 working days.
4. If student is dissatisfied with decision, the student will meet with the next higher instructional administrator within 10 working days to discuss disagreement. The administrator has 10 working days to attempt resolution.

C. Formal Grade Grievance Procedure

1. Within 10 working days of student's notification of the administrator's response, student may begin formal grievance with the Vice President of Academic Affairs.
2. Student must outline grievance, in writing, and present the petition to the Vice President of Academic Affairs.
3. The Vice President of Academic Affairs will appoint a chairperson for a one-time panel comprised of three students and three faculty members, none of whom shall have any direct connection with the parties involved.
4. The panel must conduct a formal meeting within 10 working days during which time the panel will hear from all parties.

5. The panel will meet in closed session and reach a decision by secret ballot.
6. The panel chair will provide the panel's recommendation to the Vice President of Academic Affairs, in writing, within 10 working days after the end of the formal meeting.
7. The Vice President of Academic Affairs will review the process involved and the recommendation made by the panel. The Vice President will notify the faculty member of the resolution and provide follow-up communication to the student.

D. Reinstatement in Class

1. Student contacts the instructor to discuss the possibility of reinstatement and continuing in class from which withdrawn for non-attendance (traditional classroom) or non-participation (distance learning).
2. The instructor either approves the student's continued attendance and reinstatement or indicates that the withdrawal stands. If approved, the instructor processes the reinstatement in e-Roster.
3. The student may appeal the instructor's disapproval to the Student Academic Appeals Committee by filing a formal petition.
4. Within 10 days of receiving the student's petition, the Student Academic Appeals Committee will review the appeal and notify the student, in writing, of the decision.
5. Within 10 working days of the student's notification, the student may appeal, in writing, to the Vice President of Academic Affairs.

E. Late Withdrawal

1. Student files petition to the Student Academic Appeals Committee requesting approval for a late withdrawal in a course (or a change from "F" or "N" to "W" in the event the class has already ended).
2. Within 10 working days of receiving the student's petition, the Student Academic Appeals Committee will review the appeal and notify the student, in writing, of the decision.
3. Within 10 working days of the student's notification, the student may appeal, in writing, to the Vice President for Instructional of Academic Affairs.

F. Waiver of Standing Policies

1. Student files petition to the Student Academic Appeals Committee requesting a waiver of a standing policy for purposes of graduation or as needed for the student's individual set of circumstances.
2. Within 10 working days of receiving the student's petition, the Student Academic Appeals Committee will review the appeal and notify the student, in writing, of the decision.

3. Within 10 working days of the student's notification, the student may appeal, in writing, to the Vice President of Academic Affairs.