

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES GRADE APPEAL	Policy 6.02.03
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Students may appeal the final course grade based on evidence of discrimination, arbitrary application of standards and/or procedures of grading, or calculation errors. The grade appeal process applies only to final course grades. The grade on a particular exam or assignment may be reviewed as part of the appeal if it affects the final assigned grade.

Criteria for Grade Appeals

Disagreement with a grade, instructional methods, evaluation standards, course assignments or other course procedures and activities does not provide a basis for a grade appeal. Grade appeals will only be considered if the student provides evidence of discrimination, arbitrary application of grading standards, or calculation errors that would have resulted in a different final course grade.

1. **Discrimination based upon student membership in a protected class.** The student must demonstrate that the final course grade reflects discrimination based on their membership in a protected class including race, religion, ethnicity, national origin, sex, age, and disability.
2. **Arbitrary application of standards and procedures of grading.** The student must demonstrate that the final grade was calculated in a manner inconsistent with published (in course syllabus, the online course, course handouts, etc.) evaluation procedures for that course or that the student was evaluated with a different standard than that of the others in the course.
3. **Calculation error.** The student must demonstrate that a clear and significant error in the calculation of an individual assignment grade or the final course grade resulted in a final grade differing from one calculated without error.

Steps for Grade Appeals

1. **Appeal to instructor.** The student must first meet with the instructor of record within ten (10) business days of the grade being posted to the transcript to appeal the final grade.
2. **Appeal to dean/director.** If the student does not agree with the instructor's determination, the student may appeal the grade to the appropriate Dean/Director. The appeal must be made within ten (10) business days after the instructor's decision at the informal level. The appeal must be in writing, must demonstrate that the student met with the instructor and must contain sufficient documentation to assist the Dean/Director to make a determination. The Dean/Director will conduct any further investigation into the matter as necessary. The Dean/Director shall make a written determination and provide a copy of the decision to the student and instructor.
3. **Appeal to the Executive Vice President.** If the student does not agree with the Dean/Director's determination, the student may then appeal the grade to the Executive Vice President for Instruction and Student Services. The appeal must be made within ten (10) business days after receipt of the Dean/Director's written

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determination. The appeal must be in writing. The Executive Vice President shall review the written appeal and any and all documentation presented at the lower level appeals and will do such other further investigation into the matter as necessary. The Executive Vice President shall make a written determination and provide a copy of the decision to the student and instructor. The Executive Vice President's decision is final.

4. **Basis for considering appeals.** The instructor, dean, director, and Executive Vice President shall only consider evidence of discrimination; arbitrary application of grading, professional, or behavioral standards; or grade calculation errors as a basis for granting an appeal.
5. **Timing of appeal requests.** Failure of the student(s) to deliver appeal requests within the dates prescribed in these procedures will be construed as acceptance of the last decision and shall terminate the appeal process.
6. **Enrollment during appeal.** 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. Health Sciences students will be allowed to take the academic coursework in the next sequential class pending the grade appeal, but will not be allowed to participate in the clinical component until the appeal is resolved. If the grade is upheld, the student will be administratively dropped from the course(s) and refunded the tuition.

Note: Business Days refers to dates on Monday-Friday when classes are in session.

Cross Reference: 6.02.02 – Grading System;
6.03.07 – Dismissal from Health Science Programs

Adopted: October 2001

Revised: October 28, 2014
March 24, 2020