



Rationale for Grade Appeal

A student may appeal a final course grade if the grading procedure and/or result (1) did not match the standards communicated in the course syllabus or (2) violated a Board of Trustees policy.

Summary of the Grade Appeal Process

After gathering the proper documentation, a student will communicate first with the instructor and attempt to resolve the appeal. If the appeal is not resolved, the student will then communicate with the instructor's department chair, who will mediate the appeal. If the appeal is still not resolved, the student will communicate with the instructor's academic dean, who will make the final decision about the appeal.

Part 1: Student Submission to Instructor

Student Name _____ Student ID _____

Phone (_____) _____ – _____ Instructor Name _____

Course _____ Section _____ Semester _____ Year _____

Date Submitted _____

Describe in detail the situation and resulting grade(s) about which you are concerned. (Additional documents may be attached.) ***You may also continue the description on page 2 if the space below is insufficient.***

Student Academic Grade Appeal Form

Part 1: Continued (Student Submission to Instructor)

(This is a continuation of the description started on page 1. Leave blank if this space is not needed.)

Describe in detail the situation and resulting grade(s) about which you are concerned.
(Additional documents may be attached.)

Student Academic Grade Appeal Form

Part 6: Academic Dean Response

Date Received _____

Meeting with Student: Yes No Date of Meeting _____

Notes:

Final Decision _____

Date _____

Academic Appeals Process

The Oakland Community College Academic Appeals Process is established to provide the student with a means appeal a final course grade if the grading procedure and/or result (1) did not match the standards communicated in the course syllabus or assignment or (2) violated a Board of Trustees policy.

Grade Appeal Assistant

A student can utilize the aid of an assistant to help him or her through the grade appeal process. A grade appeal assistant may be anyone, including any OCC faculty, staff member, or student, who is familiar with the grade appeal process. The grade appeal assistant may attend any meeting that includes the student and may advise the student but may not speak for the student in accordance with Title IX guidelines (i.e., the student must present his or her own case but can receive guidance and support from the assistant).

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Step 1: Submit Grade Appeal Material to Instructor

- Student completes Part 1 of the Grade Appeal Form.
- Student submits completed material to the instructor within 60 business days of the start of the semester following the semester in which the grade was received.
- If the grade was received in the summer I semester, the student submits the completed material to the instructor within 60 business days of the start of the next fall semester.

Step 2: Instructor Responds to Grade Appeal Material

- Instructor completes Part 2 of the Grade Appeal Form within 15 business days of the instructor's receipt of it.
- Completion of the form could include the instructor's acceptance of the appeal, communication between the instructor and student, or a meeting between the instructor and student.
- If the instructor fails to respond to the request, is unavailable, or if the student is unsatisfied with the resolution of Step 2, the student may proceed to Step 3.

Step 3: Submit Grade Appeal Material to Department Chair

- Student completes Part 3 of the Grade Appeal Form.
- Student submits completed material to the instructor's department chair within 15 business days of the last communication or meeting with the instructor in Step 2. Part 3 of the form may also be after 15 business days have passed since Part 1 of the Grade Appeal Form was initially submitted to the instructor without a response from the instructor.
- If the grading instructor is the department chair, another faculty member of the instructor's department or division will be designated to act for the chair in Steps 3 and 4.
- The role of the department chair is to mediate between the student and instructor.

Step 4: Department Chair Responds to Grade Appeal Material

- Chair or designee completes Part 4 of the Grade Appeal Form within 15 business days of the chair or designee's receipt of it.
- If the chair or designee fails to respond to the request or is unavailable, or if the student is unsatisfied with the resolution of Step 4, the student may proceed to Step 5.

Step 5: Submit Grade Appeal Material to Academic Dean

- Student completes Part 5 of the Grade Appeal Form.
- Student submits completed material to the instructor's academic dean within 15 business days of the last communication or meeting with the chair or designee in Step 4. Part 5 of the form may also be submitted after 15 business days have passed since Part 3 of the Grade Appeal Form was initially submitted to the chair or designee without a response from the chair or designee.

Step 6: Academic Dean Responds to Grade Appeal Material

- Academic dean completes Part 6 of the Grade Appeal Form within 15 business days of the receipt of it.
- The dean may consult with faculty in the instructor's division to aid the dean with his or her decision.
- The grade appeal process is complete with the decision of the dean and the completion of Part 6 of the Grade Appeal Form.

All the above proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved. These proceedings do not preclude student or faculty rights to seek other redress to the matter.