



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER:	PAGE NUMBER
	CHAPTER:	Academic Policies
	SUBJECT:	Grades: Grade Appeals
RELATED POLICIES:   OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE:	4/14/2010
	SUPERSESION:	
	 Dr. David P. Svaldi President	

## Grade Appeals

### I. POLICY:

If a student believes the final grade in the course does not fairly reflect his or her performance, the student must follow the normal appeals process. Initially the student should meet with the instructor in an attempt to resolve the concern. If this consultation does not resolve the issue, the student should request a meeting with the department chair and the faculty member. In the event the disagreement is not resolved at either of these two levels of appeal, a final appeal may be made to the APAA. The APAA may request appropriate written materials from the instructor and also request the student explain reasons for the appeal in writing. The APAA decision is the final and irrevocable step for an internal institutional appeal. Only the relevant faculty member, or the APAA in extraordinary circumstances (such as the death/departure of the original faculty member/instructor) may alter the original grade awarded. Appeals not in process prior to the mid-term of the following semester shall have no standing and the grade awarded shall remain in effect.

For off-campus students a written appeal may be used in place of meeting with faculty, department chair, and/or APAA.

### II. PURPOSE:

The purpose of this policy is to state the procedures for appealing a final grade.

### III. DEFINITIONS:

- A. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- B. Grade Appeal: Requesting that a grade assigned for an assignment or course be re-evaluated, with the hope of improving it; must first be addressed with the instructor, followed by the department chair if necessary and then the APAA if necessary.

### IV. PROCEDURES:

- A. Procedures for pursuing a grade appeal are stated within the policy cited in Section I, above.

### V. RESPONSIBILITY:

- A. It is the student's responsibility to appeal the grade prior to the mid-term of the following semester and follow the procedures outlined in the policy (section I above).

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- B. It is the responsibility of the instructor to initially try and resolve the grade appeal, and provide any relevant information regarding the grade to the department chair and/or APAA should the appeal go further.
- C. It is the responsibility of the department chair to formally meet with the student and instructor, and try and resolve the grade appeal, should it reach that level.
- D. It is the APAA's responsibility to act as the final decision maker in the appeal process and base their decision on the materials provided by the instructor and the student's written explanation.

VI. AUTHORITY:

ASC General Catalog, 2006-2007

VII. HISTORY:

May 8, 2006  
April 14, 2010

VIII. ATTACHMENTS:

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