

## APPEAL OF GRADE

1. If a student wishes to appeal a grade or academic decision, he/she must first meet with the faculty member to discuss his/her grievance, or with his/her advisor in the case of change of academic status.
2. If the student and faculty member do not come to a satisfactory agreement, the student may appeal to the Vice President for Academic Affairs.
3. If the student chooses to appeal to the Vice President, a written request (which includes a brief summary of the grievance) must be submitted. The Vice President will review the appeal and make a recommendation within three working days to the President. Within three working days after receiving the Vice President's recommendation, the President shall render a decision.
4. Should the student wish to pursue the matter further, the student may appeal to the President, who may choose, upon his/her discretion, to refer the complaint to an academic appeals committee or uphold the findings. If the President chooses to refer the complaint, an academic appeals committee composed of three full-time faculty members and two students will be appointed. The President will appoint one of the faculty members to chair the hearing. The members of this committee must have no vested interest in the matter.
5. The academic appeals committee has the responsibility of hearing the grievance and reviewing the evidence. The hearing will take place within 10 working days following the student's request for a hearing. A verbatim record, such as a tape recording, will be made of all hearings. This record remains the property of the college. Within one working day following the hearing, the committee will submit (in writing) its recommendation to the President.
6. The President will render a decision on the case. The President will then inform (in writing) all parties involved of his decision within three working days of the receipt of the academic appeals committee's recommendation..