

Grade Grievance Procedure

A Grade Grievance Procedure is available to resolve student grade grievances. This procedure shall apply when a student believes that there has been an unfair or inequitable application of any of the academic regulations in a course outline or in the College Catalog which adversely affects the student's grade. This procedure must be initiated within one year of the semester in which the student took the course.

PROCEDURE

First

The student should first discuss the grievance with the faculty member involved.

Second

If the student and faculty member cannot reach an agreement regarding the grievance, the student may meet with the Academic Chair of the particular department. The Academic Chair will examine the basis for the grievance, discuss it with the faculty member and the student, and make a recommendation within ten calendar days of meeting with the student and faculty member.

Third

If no agreement is reached at the second stage, the student may present his or her case to the appropriate Associate Dean of Academic Affairs. Within ten calendar days of meeting with the student, the Associate Dean will schedule a meeting with the Academic Chair and the faculty member to discuss the grievance. The recommendation of the Associate Dean will be given to the student and faculty member within ten calendar days of the meeting between the faculty member, the Academic Chair and the Associate Dean.

Fourth

If the student wishes to pursue the matter further, he or she may present his or her case to the Executive Dean. This shall be done in writing within ten calendar days of receiving the recommendation of the Associate Dean of Academic Affairs. Failure by the student to submit a written request within ten calendar days shall constitute a withdrawal of the grievance and bar further action within the College. The letter should clearly state the nature of the grievance; the dates of the meetings with the faculty member, the Academic Chair and the Associate Dean; the recommendations of the Academic Chair and the Associate Dean; and reasons why the student is dissatisfied.

Within ten days of the receipt of the student's written request, the Executive Dean will convene a committee to hear the grievance. The Grade Grievance Committee will be composed of three faculty members (two chosen by the Executive Dean and one chosen by the Associate Dean of Student Services), of whom at least one must be outside the faculty member's discipline, and one student who shall be selected by the Associate Dean of Student Services. The Grade Grievance Committee will choose a Chair, and the Chair will notify the student and the faculty member of any additional documents required. After receiving any additional documents, the Chair of the Grade Grievance Committee will notify the faculty member and the student of the hearing date. After the hearing, the Grade Grievance Committee will send its written recommendations to the student, the faculty member, the Academic Chair, the Associate Dean of Academic Affairs and the Executive Dean.

All documents submitted concerning the grievance and all deliberations of the Grade Grievance Committee shall be confidential and kept in a sealed file in the Office of the Executive Dean for a period of three years.

Each step in this process must be completed before going to the next level. The recommendations of the Academic Chair, the Associate Dean of Academic Affairs and the Grade Grievance Committee are only advisory since the ultimate responsibility for awarding the grade is the instructor's.

Executive Council
Approved, August 4, 2009