SUFFOLK COUNTY COMMUNITY COLLEGE
COURSE GRADE GRIEVANCE INITATION FORM

A Grade Grievance can be initiated once a final grade has been submitted for a course. Please see the attached Grade Grievance Guidelines before beginning this process.

Date: _____

Student Name: _____ ID#: _____ Campus: _____

Course: _____ CRN: _____ Faculty Member Name: _____

Grade Grievance Process:

1. **Grievance Process, Step 1:**
   Have you spoken to the professor and indicated that you are initiating a grade grievance?
   Yes☐ No☐
   If yes, date: _____ The grievance must be filed within the first three (3) weeks of the following semester.
   If no, provide rationale:

   Faculty Member Signature: _____
   Note: You may attach an e-mail correspondence with the professor if you were unable to meet in person. These e-mails must be to and from SCCC e-mail accounts.
   (*Exempt if answered "no" to #1 above, with rationale provided*)

2. **Grievance Process, Step 2:**
   Have you spoken to the Academic Chair? Yes☐ No☐
   Date: _____ This meeting must occur before the fifth week of the semester in which you file the grievance.

   Name of Academic Chair: _____

   Academic Chair Signature: _____

3. **Grievance Process, Step 3:**
   Have you put your complaint in writing (using your SCCC e-mail) to the Associate Dean of Academic Affairs? Yes☐ No☐
   If yes, date: _____ The student must present his or her case in writing to the appropriate Associate Dean of Academic Affairs within seven (7) calendar days of receiving the recommendation from the Academic Chair.

   Student Signature: _____

   Contact #: _____ SCCC E-mail: _____

For Academic Dean Office Use Only:

Grievance Process, Step 3 (cont'd):

Date of student meeting with Academic Dean: _____

Date of meeting with Academic Chair, Faculty Member, and Academic Dean: _____

Attach Resolution.

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4. Grievance Process, Step 4

Date of email to Executive Dean: _____
Must be done in writing within seven (7) calendar days of receiving the recommendation of the Associate Dean of Academic Affairs.

Was a Grade Grievance Committee Convened? Yes ☐ No ☐

If "no," attach Executive Dean's formal response and reason for denial.

If "yes," complete the below:

Members of Grade Grievance Committee:

Date of committee meeting: _____

Written Resolution of the Committee (Attach copy)

COURSE GRADE GRIEVANCE PROCEDURE

A Course Grade Grievance Procedure is available to resolve student grade grievances regarding a grade recorded on the transcript. This procedure shall apply when a student believes that there has been a violation of a specific policy or procedure as stated in the college catalog or course syllabus which adversely affects the student's final grade.

To begin this procedure, the student must obtain a Course Grade Grievance Form.

PROCEDURE

First
The student should first discuss the grievance with the faculty member involved in an attempt to resolve the grievance within the first three (3) weeks of the following semester.

Second
If the student and faculty member cannot reach an agreement regarding the grievance, the student must then meet with Academic chair of the particular department before the end of the fifth week of the semester in which they are grieving the grade. 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 (10) calendar days of meeting with the student and faculty member.

If the department chair is the party against whom the grievance is brought, the student should move to the third step of the procedure.

Third
If no agreement is reached at the second stage, the student must present his or her case in writing to the appropriate Associate Dean of Academic Affairs within seven (7) calendar days of receiving the recommendation from the Academic Chair.

The student's written grievance statement should include:

- A completed copy of the Course Grade Grievance Form.
- The name of the faculty member and the course number.
- A copy of the course syllabus.
- A description of the alleged action(s) that led to the grievance.
- Any supporting documentation related to the grievance.
- A statement of a desired outcome by the student.
- The grievance must be dated and include the student's signature along with the student's identification number.

Within ten (10) business days of receiving the written formal grievance, the Office of the Associate Dean of Academic Affairs will contact the student to schedule a meeting with the student to discuss the grievance. Within ten (10) 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, faculty member, and academic chair within ten (10) calendar days of the meeting between the faculty member, the Academic Chair and the Associate Dean.

Fourth
If the student, the faculty member, the academic chair and the associate dean are unable to resolve the grievance in stage three**,** the student may present his or her case to the Executive Dean. This shall be done in writing within seven (7) calendar days of receiving the recommendation of the Associate Dean of Academic Affairs. The student's written request must include a copy of the Course Grade Grievance Form, a copy of their written grievance from stage three, as well the recommendations of the Academic Chair and the Associate Dean; and reasons why the student is dissatisfied.

Within ten (10) calendar days of the receipt of the student's written request, the Executive Dean may convene a committee to hear the grievance. The Grade Grievance Committee will be composed of two faculty members (one 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. Within ten (10) calendar days of 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.

Please note that 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.

A written record of the grievance process shall be kept on file in the Office of the Executive Dean for a period of six (6) years. All documents submitted concerning the grievance and all deliberations of the Grade Grievance Committee will remain confidential.

<u>Deadlines:</u>

For a grade received during the Fall semester or Winter Intersession, the "following semester" is considered the following Spring semester. For a grade received during the Spring semester or Summer sessions, the "following semester" is considered the following Fall semester.

Failure by the student to adhere to the procedural deadlines will result in a withdrawal of the grievance.

<u>Civil Right Violations:</u>

It is not the function of the Grade Grievance procedure to evaluate claims of civil rights violations. If the basis of a student's grade grievance is that their civil rights have been violated, such as sexual harassment or discrimination, then contact the Office of Legal Affairs.

<u>Instructor Absence:</u>

In situations where the grieved instructor of record is unavailable, then contact the Academic Chair of the particular department.

Approved 16-0-0 by College Academic Standards Committee
March 2, 2017