

GRADING

ADMINISTRATIVE RULE NUMBER: D025

LAST APPROVED: November 1, 2019

RELATED TO POLICY SERIES NUMBER: 432

PURPOSE: D025.1

The assignment of the grade is the responsibility of the faculty of record. Thus, students must start by asking the faculty to review and change their grade. If a student is unable to resolve a grade -dispute with the faculty, they may petition for a change of grade (within 30 days of the assigned grade). The written request must include the reason(s) why the recorded grade is being challenged along with any supporting evidence that supports the request.

All grade change requests rest upon a miscalculation of the final points, scores and/or tallied grades. Issues that do not result from miscalculation of grades are to be handled via the Grievance Process (500.2 through 500.4). If through the student grievance procedure, a grade change is indicated, this change can be initiated only by the faculty, the Vice President of Instruction and Student Services or College President as appropriate to the grievance procedure and organizational structure of the college.

In the event the instructor is no longer employed by the college, grade changes can be made by the Vice President of Instruction and Student Services providing there is evidence to make a change and that the faculty is not readily available for consultation.

GRIEVANCE PROCESS FOR GRADE CHANGES: D025.2

- A. The grievance process for grade changes begins with a student's request for change to the course faculty.

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- B. If the faculty and student cannot come to an agreement, the student may then appeal the grade to the Vice President of Instruction and Student Services within seven (7) calendar days.

- C. If, as a result of the student grievance procedure at any step, it is determined that a grade should be changed and the faculty member involved agrees to such change, the faculty member shall initiate the grade change form and provide a copy to the administrator responsible for resolving the grievance so that it can be incorporated into the grievance file. The administrator should notify the student.

- D. If, as a result of a student grievance procedure at the level of the Vice President of Instruction and Student Services, it is determined that a grade should be changed and the faculty member involved disagrees, the following steps shall be followed:
 - a. The student will be notified that a final decision regarding the grade change is pending an appeal by the faculty member and that the student grievance procedure timelines will need to be extended by fourteen (14) business days.

 - b. The faculty member shall be so notified by the Vice President of Instruction and Student Services and given seven (7) business days in which to respond in writing with reasons why the grade should not be changed.

 - c. If the Vice President of Instruction and Student Services decides that the grade still must be changed upon receipt of the written reasons from the faculty member, the faculty member should be notified and given seven (7) calendar days to appeal to the

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President. If no appeal is filed, the Vice President of Instruction and Student Services shall initiate the grade change and so notify the faculty member.

- d. If appealed to the college president, the president shall meet with the faculty member within fourteen (14) business days and render a final decision.
- e. The student, faculty member, and Vice President of Instruction and Student Services will be notified in writing of this final decision.

E. If an instructor is no longer employed by the college, a student request for a grade change is to be made to the Vice President of Instruction and Student Services. If there is evidence to make a change and if reasonable attempts fail to produce a response from the instructor, the Vice President of Instruction and Student Services will authorize a grade change by completing and forwarding a grade change request to the registrar for processing into the student's permanent grade transcript record.

F. If a student requests a grade change after 30 business days following receipt of a grade, the request will be denied. However, any special circumstances are to be directed by the student to the Vice President of Instruction and Student Services who may authorize the processing of the request.