



Form 1: Presentation Checklist

Revise A-20-1 Grade Appeals Procedure

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Date: 11-1-23

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Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (not the instructions) to the Academic Affairs chair by his or her specified deadline. Please note: If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as N/A. Use as many pages as necessary.

PROPOSAL OVERVIEW

Change procedures/process for Grade Appeals

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
Action Item
Information and committee feedback
Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
Procedure—new
Identify suggested location in GPM:
Policy—revision (Attach current policy with proposed changes illustrated with track changes)
Policy—new
Identify suggested location in GPM:
New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
Other:

## **BUDGET**

N/A

## **INSTRUCTIONAL REQUIREMENTS**

Grade Appeal Task Group is suggesting a "group" or "committee" dedicated to processing any appeals that will come through.

## **OPERATIONAL NEEDS, CURRENT AND FUTURE**

See note above.

## **STUDENT IMPACT**

This should be a more efficient stream-lined process for students. This has been brought to Student Affairs and feedback was good.

## **ANTICIPATED IMPLEMENTATION TIMELINE**

As soon as approved, work toward adding the online form and putting format into place to begin Fall 2023 or Winter 2024.

## A-20-1 GRADE APPEAL PROCEDURE

The following procedures are available only for review of allegedly capricious grading, and not for review of the judgement of an instructor in assessing the quality of a student's work nor for setting the standards of performance for a course.

### **Definitions:**

1. Capricious grading, as that term is used herein, is limited to one or more of the following:
  - a. The assignment of a grade to a particular student on some demonstrable basis other than performance in the course; or
  - b. The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students in that section; or
  - c. The assignment of a grade by a substantial departure from the instructor's announced standards and requirements (normally announced in the course syllabus).
2. Grade Appeal Panel: The Grade Appeal Panel will consist of three (3) full-time faculty members: one (1) transfer faculty, one (1) CTE faculty, and one (1) department chair or former department chair. The members will be appointed by the Faculty Senate when the Vice President of Academic Affairs notifies them that a grade appeals hearing is needed. Panel members must be present at all hearings in order to vote following deliberations.

### **Timeline:**

The formal grade appeal process must be initiated by the student within thirty (30) calendar days after the posted final grade in the student's Bobcat account. No exceptions will be made to this deadline.

### **Responsibility:**

The student has the responsibility of submitting the formal grade appeal form and the burden of proof in the appeal lies with the student.

### **Procedure:**

1. After receiving a final grade that the student feels is capricious, the student should consult immediately with the instructor. Most grading errors are unintentional and can be resolved by clarification with the instructor. This step is mandatory and needs to be documented in writing by email from the student's COCC account. If the concern is not satisfied at this level (or if the instructor is unavailable), the student should complete and submit the grade appeal form prior to the 30-calendar day deadline. The formal grade appeal must state in detail the basis for the appeal, the evidence in support of the

- appeal, and the steps that were taken in an attempt to resolve the matter. Supporting documents such as course syllabus or student work, if relevant, may be attached.
2. Once a grade appeal form is submitted, it will be reviewed by the Vice President of Academic Affairs office and referred to the appropriate next step in the process, which may include the following:
    - a. Admissions and Records petition (if not an actual grade appeal).
    - b. Back to the faculty or department chair (if student was unable to meet with the instructor due to faculty member being off contract or an unavailable part-time instructor).
    - c. To the Faculty Senate to appoint a grade appeal panel for a hearing.
  3. Once submitted to the grade appeal panel, via COCC email, the panel has ninety (90) calendar days (when faculty are on contract) to schedule a hearing. The panel, faculty member, and student will be kept informed via COCC email.
  4. During the hearing:
    - a. Students may bring a student support person from ASCOCC or Student Life staff to the hearing.
    - b. Accommodations and modifications for people with disabilities are available upon request. Requests for accommodations should be submitted to the grade appeal panel at least 48 hours in advance of the hearing.
    - c. If the faculty member wants to attend the hearing, the panel will be required to accommodate the faculty member's schedule. Faculty may bring a support person to the hearing.
  5. Once their deliberations have completed, the grade appeal panel will submit a recommendation to the Vice President of Academic Affairs within one week. The recommendation will be either to let the grade stand or to change it. If the recommendation is to change the grade, the recommended grade will be stated. The recommendation will include a brief summary of the facts of the hearing and the reasons for the panel's decision.
  6. Following receipt of the panel's recommendation, the Vice President of Academic Affairs will decide whether to accept or reject the recommendation and will provide a written statement of the decision to the panel, the chair, the faculty member, and the student within one week. The decision of the Vice President of Academic Affairs is final.

**NOTE:** To maintain the confidentiality of the hearing, only the Vice President of Academic Affairs, grade appeal panel members, the faculty member, the faculty member representative, the student, and the student representative may be present at the proceedings. Members of the bargaining unit, as defined by the CBA, may also request a Faculty Forum representative to be present in accordance with federal labor law. Panel members must be present at all hearings in order to vote following deliberations.