



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 4030 STUDENT APPEAL OF A GRADE

- 1.0 A student who believes a final grade in a course was incorrectly administered may appeal that grade.
- 2.0 **DEFINITION:** Working Day means any day, excluding Saturday and Sunday, on which the College is open for business, even if classes are not in session.
- 3.0 **PROCEDURE FOR STUDENT APPEAL OF A FINAL GRADE:**
 - 3.1 The student must meet with the instructor who assigned the final grade and attempt to resolve the matter. The initial meeting with the instructor should occur as soon as possible and must occur within 90 calendar days after the final grade in question was placed on the student's permanent record. The student may obtain help in establishing an appointment with the instructor from the appropriate academic division office. If the instructor is no longer available, the student must meet with the appropriate Department Director, Department Chair, or Program Director, who will act on behalf of the instructor.
 - 3.2 **APPEAL TO DIVISION DEAN:** Within ten (10) Working Days following the meeting with the instructor, if the student continues to believe the final grade is incorrect, the student may submit a fully completed "*Student Appeal of a Grade*" form to the appropriate academic Division office. The appeal must contain the student's name, student identification number, current address, and telephone number; the instructor's name; the course number, section number, and semester involved; the specific issue in question; the student's position on the issue; and pertinent documentation relating to the issue. The Division Dean will request relevant information from the instructor and arrange a meeting with the student. The instructor may be present during the meeting. After meeting with the student and reviewing the appeal and any other available information, the Division Dean will make a recommendation to the instructor. Within ten (10) Working Days of the Division's receipt of the Student Appeal of Grade form, the Division Dean will notify the student in writing by certified mail of the instructor's decision.
 - 3.3 **APPEAL TO GRADE APPEAL COMMITTEE:** If the student continues to believe the final grade is incorrect, the student may appeal the instructor's decision by requesting an appeal hearing before a Grade Appeal Committee. The student's appeal must be in writing directed to the Associate Vice President for Academic Affairs and must be received by the Associate Vice President for Academic Affairs within five (5) Working Days of the student's receipt of written notification from the Division Dean. If the student fails to submit the written

request for an appeal hearing within this five (5) Working Day time period, the student loses all rights to appeal the instructor's decision.

- 3.3. Within ten (10) Working Days of Associate Vice President for Academic Affairs' receipt of the student's request for an appeal hearing, the Grade Appeal Committee shall be activated. The Grade Appeal Committee will be composed of faculty from each of the academic divisions, who have been elected by the faculty in the respective divisions, not to include the instructor involved in the case. The Grade Appeal Committee will also include three (3) students selected by the Vice President for Enrollment and Student Services.
 - 3.3.2 The hearing to consider the appeal of the student will be scheduled for a date not more than 15 Working Days from the date the Associate Vice President for Academic Affairs receives the student's request for an appeal hearing. If, during the Summer Session, the Vice President for Academic Affairs determines that there are insufficient faculty for an appeal hearing, this time frame may be extended to September 1. All Grade Appeal Committee Hearings will be closed meetings.
 - 3.3.3 At the hearing, the Committee shall evaluate the request and allow the student and the instructor to present their positions and any supporting information. The student and the instructor shall have no more than one hour each to present their positions and any supporting information or evidence. The student shall present first, followed by the instructor. The student shall then have 15 minutes to rebut the instructor's evidence. The burden of proving that the assigned final grade is incorrect rests at all times with the student. Neither the student nor the instructor shall be represented by an attorney at the hearing.
 - 3.3.4 The Grade Appeal Committee shall consider all information and documents presented by the student and the instructor, and the recommendation of the relevant Division Dean. The Grade Appeal Committee may also consider other documents the Committee deems relevant to the proceedings, and the instructor and the relevant Division Dean shall provide the Committee access to such documents.
 - 3.3.5 Extenuating circumstances involving sequential and prerequisite courses offered in less than 16-week formats will follow an accelerated procedure permitting student to provisionally enroll in next course until appeal process concludes. Certified mail and official College email will be used for official communication with the student.
- 3.4 COMMITTEE DETERMINATION: At the end of the Grade Appeal hearing, the Committee will meet privately to discuss the case and make a determination. If the Committee determines by unanimous vote that it is highly probable that the assigned final grade is incorrect, then the final grade will be changed. If the vote

is not unanimous, the assigned final grade will stand. The Committee will provide its determination in writing (not electronically) to the Associate Vice President for Academic Affairs within three (3) working days of the Committee's reaching its determination. The Associate Vice President for Academic Affairs will notify the instructor and student by certified mail of the Committee's determination within five (5) Working Days of the Associate Vice President's receipt of that determination.

- 4.0 ADMINISTRATIVE ACTION: The Associate Vice President for Academic Affairs shall be responsible for the administrative action required to make any necessary final grade changes on the student's record resulting from the Committee's determination.
- 5.0 RECORD RETENTION: A record of the committee's results and supporting documents submitted by all involved parties will be archived in the Vice President for Academic Affairs' office indefinitely.

Revised: August 7, 2000

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