

**March 28, 2008**

## **Grading and Grade Review/Grade Appeals Process**

### **Grades**

Only the instructor of the course has the responsibility and authority to judge the quality of a student's work and assess the appropriate grade. The grading policy employed in a class, including the comparative weight of each component used to determine the final grade, is outlined in the syllabus. It is the student's responsibility to read and comply with the grading policy outlined in the syllabus. **The instructor must review the basis of an assigned grade with an inquiring student and correct the grade if an error is found.**

Perceived or actual differences in grading policies or standards between instructors, which are not a violation of College policies, are not a basis for review.

**NOTE:** This grade review procedure does not apply to instances where students have been assigned grades based on academic dishonesty or academic misconduct, which are included in Ringling College's Academic Policies and Procedures. Also excluded from this procedure are grade reviews alleging violations of the policies on Nondiscrimination, Equal Employment Opportunity and Equal Educational Opportunity, which shall be referred to the appropriate office at Ringling College as required by law and by Ringling College policy.

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### **Step One**

#### **I. Instructor Grade Review (required)**

##### **Instructor Grade Review Process for Final Semester Grades**

#### **Student Responsibility:**

Students who have questions about final grades for the semester are required to contact their instructor by email or in writing and request a review of the grade no later than 10 days after final grades are posted on IQWeb to determine if an error has been made.

#### **Instructor Responsibility:**

The instructor must respond to the student within 10 days of being contacted by the student and explain to the student how the grade was determined. If an error was made in calculating the grade, the instructor submits a grade change request to the Office of Advising, Records, and Registration Services.

If no resolution is achieved, and if the student believes that:

- the composition of the semester grade conflicts with the grading policy stated in the syllabus,
- a clerical error exists, or
- the grade was given arbitrarily, with capriciousness or with prejudice,

he or she may go to Step Two and request an additional meeting with the department head or program director and the instructor to formally appeal the final semester grade,

Step Two

## **II. Formal Appeal Process for Final Semester Grade**

### **Department Head or Program Director Grade Review for Final Semester Grades**

**NOTE:** The Instructor Grade Review **MUST** be concluded before initiating the Formal Grade Appeal process.

#### **Student Responsibility:**

The request for a formal grade appeal of a semester grade must be filed with the student's Academic Advisor in the Office of Advising, Records and Registration Services no later than 10 days after contact with the instructor. The Grade Appeal Form can be requested from the Office of Advising, Records and Registration Services. There are three (3) reasons a student may request this review:

1. The student believes that the grade received conflicts with the grading policy on the syllabus;
2. The student believes that there is an error in calculation with the grade;
3. The student believes that the grade was given arbitrarily, or with capriciousness or prejudice.

#### **Academic Advisor's Responsibility:**

The Academic Advisor notifies the department head or program director of the grade appeal and sets up the meeting between the student, instructor of the course and department head/program director. The Academic Advisor attends the meeting to take minutes of the meeting and not as a participant.

#### **The Department Head or Program Director's Responsibility:**

The department head or program director must inform the instructor of the substance of the student's grade appeal request. The instructor of the course shall forward the following information to the department head or program director:

1. A copy of the course syllabus outlining assignments, tests, and examinations, along with their respective weights to the final grade calculation.
2. The student's grades for all tests and assignments.
3. A demonstration of the calculations by which the final grade was determined.
4. The department head/program director may also request any other appropriate documentation; however, the department head or program director's role is not to re-grade the work completed for the course.

**The meeting with the department head or program director and instructor of the course must be held before or during the Drop/Add Week of the following semester.**

**At the conclusion of this meeting the grade appeal is over and the decision of the course instructor is final.**

**NOTE:** *If the instructor is the department head or program director, the Vice President for Academic Affairs or his or her designee will review the grade.*

### **Step Three**

#### **III. Vice President for Academic Affairs Panel**

If in the opinion of the Vice President for Academic Affairs or his/her designee, it appears that prejudicial, capricious, or arbitrary behavior may have occurred, the VPAA may convene a panel consisting of three full-time faculty members, the Dean of Students, and a representative from Human Resources. Faculty appointees to the panel must not have any apparent conflicts of interest with the instructor or the student. Through its review of all documentation and inquiries, the panel is charged to determine whether the grade was assigned in a fair and appropriate manner, or whether clear and convincing evidence of unfair treatment such as arbitrariness, capriciousness, or prejudice might justify changing the grade. The VPAA shall receive the recommendation of the panel, review the documentation, and make additional inquiries if necessary before reaching a decision. After such review, the decision of the VPAA is final.

## Final Semester GRADE APPEAL FORM

The College requires that the **Instructor Grade Review Process for Final Semester Grades** be completed before this Grade Appeal Form is requested and filed with an Academic Advisor in the Office of Advising, Records and Registration Services. If the matter cannot be resolved informally, the student must submit this Grade Appeal Form with the following information to the Office of Advising, Records and Registration Services no later than 10 days after contacting the instructor of the course.

*(Please Print)*

Date filed with Academic Advisor: \_\_\_\_\_

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

Name of Program or Department \_\_\_\_\_ Student's Academic Advisor \_\_\_\_\_

Course and Section # \_\_\_\_\_ Name of Instructor \_\_\_\_\_

Term the grade was received \_\_\_\_\_ Parent may be informed \_\_\_Yes \_\_\_No

Grade Received \_\_\_\_\_ Grade Expected \_\_\_\_\_

Number of Absences in this Class \_\_\_\_\_ Number of times Tardy to this Class \_\_\_\_\_

Did you request accommodations for this class through Disability Services? \_\_\_Yes \_\_\_No

Date of Instructor Semester Grade Review \_\_\_\_\_

Include the following documentation to support the reason for the grade appeal:

1. A copy of the course syllabus
2. A brief outline of the outcomes of the contact with the instructor in the **Instructor Grade Review Process for Final Semester Grades**.
3. Identify one of the three reasons permissible for the Grade Appeal:
  - Conflict with grading policy on syllabus;
  - Error in calculating the grade;
  - The grade was assigned arbitrarily, with capriciousness and/or prejudice.

Explain thoroughly the reason for the request and the events that resulted in this grade appeal. Any relevant written materials - letters, memos, emails, or notes - must be attached.

I have contacted my instructor about this matter and he/she has provided an explanation for my grade which I understand, but with which I do not agree.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

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*For Office Use Only*

*After receiving all required documentation, the Academic Advisor will arrange the grade appeal meeting with the*

*student, the instructor and the department head/program director.*

*Scheduled meeting date:* \_\_\_\_\_ *Academic Advisor* \_\_\_\_\_