

## 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 that 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 and 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:

- x A completed copy of the Course Grade Grievance Form.
- x The name of the faculty member and the course number.
- x A copy of the course syllabus
- x A description of the alleged act(s) that led to the grievance.
- x Any supporting documentation related to the grievance.
- x A statement of a desired outcome by the student with the student

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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 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

#### 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 con