

## 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

If a student and faculty member cannot reach an agreement regarding the grievance, the student must 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 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

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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 as 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