

Grades Appeal Policy

Name of Policy

January 01st, 2008

Implementation Date

Senior Education Administrator

Position(s) Responsible

January 31st, 2024

Date of Last Revision

Grade Appeals Policy

Introduction:

ACE Community College (ACC) has established this policy to delineate the process for addressing student grade appeals in a manner that ensures fairness, equity, and efficiency. This policy is applicable to all students enrolled at the College.

Process for Addressing Grade-Related Disputes:

1.1. Initial Discussion:

In the event a student is dissatisfied with a received grade, they are required to engage in a discussion with their Faculty Member within three (3) business days of receiving the grade in question.

1.2. Limitation on Appeals:

Grade appeals can only be made for specific assessments and not for the final overall grade of a course.

1.3. Faculty Review:

Upon receipt of the Grade-Related Dispute, the Faculty Member is obligated to review the graded student work in question.

1.4. Notification of Decision:

The Faculty Member must communicate their decision in writing and, if applicable, assign a new grade within ten (10) business days. All communications should be copied to the Faculty Support Department for documentation in the student's file.

Student Grade Appeal Process:

2.1. Written Appeal Submission:

If a student remains dissatisfied with the Faculty Member's decision, they must submit a written Grade-Related Dispute using the prescribed form to Student Services within seven (7) business days from receiving the Faculty Member's decision.

2.2. Senior Education Administrator Review:

Student Services, upon receiving the Grade Dispute Request Form, forwards the appeal to the Senior Education Administrator for review. If necessary, the Senior Education Administrator arranges for a different, qualified Faculty Member to review the assignment and, if applicable, assign a new grade within ten (10) business days.

2.3. Final Grade Determination:

The grade assessed through the process outlined in 2.2. becomes the student's final grade, irrespective of whether it is higher or lower than the original assessment. The new grade is not subject to further appeal.

2.4. Notification and Documentation:

The student must be informed of their final assignment grade within fifteen (15) business days of submitting the Grade Dispute Request Form. Necessary documentation is placed in the student's file. Note: This policy is designed to ensure a transparent and accountable process for addressing grade-related concerns, fostering a learning environment where students feel their assessments are handled fairly.