

GRADE CHANGE

6.10012 DP
DISTRICT PROCEDURE

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This procedure describes the district process for a grade change. A grade change is permitted for the following reasons, including but not limited to, clerical error, grade miscalculation, grade misreported, completion of coursework or in exceptional circumstances.

APPEAL

INSTRUCTOR APPEAL

A grade change appeal must be made, in writing, to the instructor. This request for a final grade change appeal does not include withdrawals or incompletes. The request must be made by the last business day in March or October of the subsequent fall or spring semester, following the posting of the grade. Students will be required to present documentation supporting their claim. The instructor will render a decision within five (5) college business days.

LEVEL I FORMAL

If still dissatisfied, the student may appeal, in writing to the division chair or if the division chair is the instructor then to the dean of instruction of the campus within five (5) college business days of the instructor's appeal decision.

The division chair will conduct an inquiry for the purpose of determining that the grade was not awarded for reasons that are arbitrary or capricious. The chair cannot substitute his or her judgment for that of the instructor concerning the quality of the student's work. No grade shall be otherwise changed unless there is clear, convincing and unequivocal evidence that it was a direct result of arbitrary and capricious conduct by the instructor. Arbitrary and capricious assignment of a grade may include but is not limited to circumstances where:

- A. The grade was assigned by more exacting or demanding standards than were applied to other students in the course;
- B. The grade was assigned to a performance standard which substantially deviated from the performance standard stated in the syllabus by the instructor;
- C. The grade was assigned after the instructor refused to correct mathematical or mechanical grading errors.

When the instructor is unavailable or unable, the division chair may initiate a grade change with the approval of the dean of instruction and the vice president. The division chair will notify the student within thirty business days from the date the grade change request was officially submitted by the student(s).

LEVEL II FORMAL

If the student is dissatisfied with the decision of the division chair, the student may submit a written appeal to the dean of instruction within five (5) college business days following receipt of the division chair's notification. If the dean of instruction facilitated the Level I Formal appeal, the vice president of instruction and student services will perform the Level II formal appeal duties.

Upon receipt of the appeal, the dean will initiate an appeal committee. The hearing committee will consist of three (3) faculty appointed by the dean of instruction. The committee members must have no personal or professional association to the student in the case and may consider more than one case during each term.

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The student shall be notified of the Level II decision within 30 days of the Level II Formal appeal submission. The decision of that committee is the final decision on the matter.

REFERENCE

- 6.10010 BP Academic Standards
- 6.10011 DP District Procedure Grading Standards, Coursework and Final Examination
- 6.10017 DP District Procedure Withdrawal and Audit Enrollment Status