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1. PURPOSE:

The purpose of this policy is to set forth the process by which a student may appeal the final grade given by an instructor for completion of a semester course. Any review of grades given for assignments within a course is handled by the division head through procedures established within the division. A student who wishes to appeal a grade given for assignments, rather than for the completion of a course, should see the appropriate division director for a description of that division's procedure.

2. PROCEDURE:

A student has the right to appeal a course grade when he/she believes that his/her performance in a course has been incorrectly or inappropriately evaluated by the instructor. Any such appeal should be initiated no later than two weeks following the completion of the course.

The first level of appeal, in all cases, should be to the instructor involved. Only if the issue cannot be resolved between the instructor and student should further appeals be

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made or considered.

In that case, a student should make his/her appeal to the appropriate division director either verbally or in writing and should clearly set forth the basis for the student's belief that the evaluation is incorrect or unfounded. The division director will work with the instructor and, where appropriate, with the department head to review the student's work in the course. The division director will make a response to the student within one week of the date of appeal. If the student is not satisfied with the division director's decision, the student has the right to appeal that decision, either in person or in writing, for review by the Vice President for Academic Affairs. The Vice President for Academic Affairs will meet with the student in order to fully understand the student's basis for appeal, meet with the instructor and appropriate division head, and may appoint a peer review committee of curriculum faculty to act in an advisory capacity.

At the completion of this review and within one week of

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the student's appeal, the Vice President for Academic Affairs will make a decision and convey that decision to the student and to the instructor and division head involved. The decision of the Vice President for Academic Affairs is final.