



SCC GRADE APPEAL FORM

Name Student ID# Date
Address City State Zip
Day Phone # Evening Phone #

GRADE CHANGE IS FOR TERM: ___ Summer ___ Fall ___ Winter ___ Spring ___ Year

COURSE NUMBER/TITLE: _____

Grade Appeal Procedure

The responsibility for evaluating student work and assigning grades lies with the instructor of the course. The grade appeal procedure is to allow only the review of alleged inappropriate final grade as a result of prejudice, capricious grading or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned other students. Disagreement or dissatisfaction with a faculty member's professional evaluation of coursework is not the basis for a grade appeal.

Capricious Grading is defined as any of the following:

- a. The student's grade was assigned on the basis of other factors rather than the performance on the assignment or in the course;
b. The student's work was graded with more demanding standards than were applied to equivalent students in the course;
c. The instructor assigned a grade using standards that were substantially different from those previously announced or stated in the syllabus.

In all cases of a disputed grade, the student has burden of proof that the grade assigned was not appropriate. Successful grade appeals should be based on evidence that the student performed at a level sufficient to warrant a different grade.

If the student still contests the grade after attempts to resolve directly with Instructor, Program Chair and Division Dean, the student may present a Formal Grade Appeal to the Campus Dean of Students or designee who serves as steward of the Grade Appeal Procedure. Copies of written materials and petitions presented at the previous steps, along with any written responses received from the program or division must be included with the petition at the time of submission. This step must be completed within five (5) instructional days of the decision made by the Division Dean.

*See www.southeast.edu/studentconductgradeappeal/ for additional information and protocols.

Please describe the appeal justification (see Capricious Grading definitions):

Please describe the resolution being requested:

*****Please submit this completed form to the Dean of Students. Be sure to include any additional documentation to be reviewed by the Conduct Committee*****

Signature of Student

Date

Appeal Request Received by Dean of Students

Date

Appeal Request Approved

Grade Appeal Committee Decision: _____

Appeal Request Denied

Justification: _____

Grade Appeal Hearing

If a hearing is convened, first the student and then the instructor will each have the opportunity to present their cases orally and to present any other written materials they deem appropriate. The Grade Appeal Committee members shall have the opportunity to ask questions to both the student and instructor. At the end of the meeting, the student and then the instructor shall be given the opportunity for brief closing statements.

The chair of the Committee should inform the student, the instructor, the program chair, and the Division Dean of the Committee's decision in writing within ten (10) days of the hearing. If a majority of the Committee agrees that the grade should be changed, the Chair will notify the Vice President for Instruction of the Committee's decision. Otherwise, the grade shall remain as recorded. The decision of the Grade Appeals Committee shall be final. When the appeal process concludes, all documentation is forwarded to the campus Dean of Students, who will maintain such documentation in accordance with appropriate retention schedules.

The only option to appeal the final decision of the Grade Appeals Committee comes with any new or additional information that was not available or known at the time of the hearing. This information, and all proceeding information, shall be presented to the Vice President for Instruction for review and determination.