

**FINAL COURSE GRADE APPEAL PROCESS**

**NOTE: Students must bring any grade discrepancy to the attention of the Vice President of Academic Affairs within 60 days after grades are posted.**

Should a student feel that he or she was not graded fairly and has previously discussed the issue with the instructor and Dean, the student may appeal to the Vice President of Academic Affairs for a change in grade in accordance with the following appeal process.

1. Complete a Final Course Grade Appeal Form and provide supporting documentation that includes a) all the particulars of the situation surrounding the grade given and b) a statement that substantiates the perception of the student that the grade assigned is unfair.
2. Submit the completed Final Course Grade Appeal Form and supporting documentation to the Vice President of Academic Affairs, who will review the grade appeal with the instructor. The instructor shall respond in writing to the student's grade appeal.
3. If the instructor's decision is to change the grade, it will be so recorded and the appeal process will be deemed completed.
4. If the instructor's decision is not to change the grade, and the student is not satisfied with this decision, the student may request that the grade appeal process continue.
5. The Vice President of Academic Affairs shall appoint four (4) faculty members from at least two (2) separate disciplines to serve on the Grade Appeal Committee. The instructor involved shall, if desired, strike one (1) of the appointed faculty members. The three (3) remaining faculty shall serve as the Grade Appeal Committee and conduct the grade appeal.
6. The Grade Appeal Committee will be provided with the student's written grade appeal, the instructor's written response, and any additional documentation surrounding the grade appeal.
7. The Grade Appeal Committee will hold a hearing within two (2) weeks of being appointed. At the conclusion of the hearing, the Committee will deliberate privately and prepare a written decision to either let the grade stand or to change the grade.
8. The Grade Appeal Committee shall submit its decision to the Vice President of Academic Affairs upon concluding deliberations. The decision will include a brief summary of the facts elicited during the hearing and the reasons for the Committee's decision. A specific recommendation will be stated.
9. Within two (2) working days of receiving the Committee's decision, the Vice President of Academic Affairs will provide the written decision to the instructor and the student. The Committee's decision is final.

\*Information taken from Article 15.C of the Collective Bargaining Agreement between KCC and KCCFA.

FINAL COURSE GRADE APPEAL FORM

PART I: STUDENT INFORMATION

Student Name \_\_\_\_\_

ID# \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone \_\_\_\_\_

Degree/certificate program \_\_\_\_\_

Course Appealed \_\_\_\_\_

Term/Year action is to affect \_\_\_\_/\_\_\_\_

Advisor's Name \_\_\_\_\_

PART II: STUDENT IS RESPONSIBLE TO MEET WITH INSTRUCTOR

Instructor Name (print legibly) \_\_\_\_\_

Instructor signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor comments (optional):

PART III: I HAVE READ AND UNDERSTAND THE APPEAL INSTRUCTIONS ABOVE AND ON THE PREVIOUS PAGE.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

PART IV: DECISION OF APPEAL COMMITTEE

\_\_\_\_APPEAL GRANTED

\_\_\_\_APPEAL DENIED

DATE \_\_\_\_\_

cc\_\_\_\_VP of Academic Affairs

cc\_\_\_\_Instructor

cc\_\_\_\_Student