

# BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

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**SUBJECT:** *Final Course Grade Appeal*

**EFFECTIVE DATE:** August 16, 2016; amended July 07, 2022; amended February 17, 2023

**BOARD POLICY REFERENCE:** EGA and FLDB

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## **PURPOSE**

The College District recognizes that the evaluation of student performance is based upon the professional judgment of its faculty. Faculty will clearly outline their grading procedure in their course syllabus. It is the student's responsibility to be familiar with the grading process and seek clarification when needed. A student may question a course grade that the student believes has been awarded in a manner inconsistent with College District policies or class syllabus details or that has resulted from calculation errors on the part of the faculty member.

A student who has questions about a final grade or who disagrees with a grade assigned should contact his or her faculty members to discuss these concerns as soon as possible following receipt of the grade.

## **FINAL GRADE DISPUTE RESOLUTION**

A student disputing a grade shall make an appointment with his or her faculty member. Because grade and course materials are not readily accessible after the next long semester, the student must initiate contact no later than the end of the next long semester (e.g., fall to spring, spring to fall, and summer to fall). If the student does not appear for the appointment, the grade shall stand. After discussing the incident with the student, the faculty member may change the grade or uphold the grade.

A student wishing to appeal the faculty member's decision may appeal according to the following process, which is outlined here and in **Board Policy FLDB (Local)** and in the Blinn College Catalog.

## **APPEAL PROCESS**

The process for appealing faculty decisions shall be initiated by the student as soon as possible following receipt of the decision but shall be filed no later than the end of the next long semester (e.g. fall to spring, spring to fall, and summer to fall). If a student does not appear for a scheduled appointment at any level of the appeal process, the disputed grade shall stand. In which case, a communication will be sent by the appropriate Vice Chancellor for instruction informing the student that the appeal is denied based on the student's failure to attend a scheduled meeting. Students may request to reschedule a meeting without penalty no later than 24 hours prior to the scheduled meeting time.

## **STANDARD OF REVIEW**

The standard of review to be used in all proceedings under this policy shall be that of fundamental fairness. Strict rules of evidence and procedure are not required so long as the proceedings are conducted in such a manner as to allow both sides the opportunity to explore the circumstances fairly and fully. Discussion regarding the same shall be made by the party who is conducting the hearing.

## **LEVEL I**

The meeting between the student and faculty member shall represent Level I of the process and shall be considered an informal meeting. If a student has been unable to make contact with the faculty member

for a Level I appeal, the student may inquire about a direct appeal to Level II.

## **LEVEL II**

The conference between the student and the instructional dean or designee represents Level II of the appeal. Prior to or at the conference, the student and the faculty member shall submit a written statement and copies of all coursework or other appropriate documentation to the instructional dean or designee for review. The instructional dean shall hear and evaluate the student's complaint and shall then confer with the faculty member.

The instructional dean or designee shall put in writing his or her findings and related decision.

If the conference is not resolved to the student's satisfaction, the student shall have five school days from receipt of written notification to respond to the instructional dean, who will then defer to the appeals process for resolution. The instructional dean will notify the vice chancellor for instruction of this decision in writing within one school day. If the student does not request a hearing by an appeals committee within the five school days provided by this policy, the student will forfeit the right to any additional appeal.

## **LEVEL III**

The appeals committee shall be initiated at Level III of the appeal. This committee is an ad hoc committee chosen by the Vice Chancellor, Academic Affairs, or his or her designee and shall be chaired by the appropriate instructional dean.

Upon notification of the student's decision to further appeal, the instructional dean will notify in writing the student, the faculty member, and the Vice Chancellor, Academic Affairs, that the dispute will be referred within five school days to an appeals committee for review. The instructional dean shall submit to the appeals committee copies of all written documentation obtained from the student and/or the faculty member and written instructions concerning assignments from the faculty member.

Within five to ten days of the receipt of the written materials, the committee chair will convene the appeals committee to review the written materials submitted and shall schedule the date, time, and location of the hearing. The committee chair will notify all parties of the hearing. The student and the faculty member shall receive written notification from the committee chair that the issue will be reviewed by the committee within the given time frame. The hearing shall provide an opportunity for both the student and the faculty member to be heard.

No new written evidence may be submitted at the hearing.

If witnesses are to be presented, a list must be provided to the chair of the appeals committee prior to the scheduled hearing. The appeals committee shall make a recommendation to the Vice Chancellor, Academic Affairs, who will then make a final decision and notify the student and faculty member in writing.

The decision of the Vice Chancellor, Academic Affairs, is final.