

Grade Appeals Procedure	Procedure Number	2.16P
	Effective Date	October 27, 2017

1.0 PURPOSE

In accordance with Board Policy 2.16 Grade Appeals, the purpose of this procedure is to provide a means for appealing and resolving disputes concerning a grade decision that a student considers arbitrary or contrary to College policy.

2.0 REVISION HISTORY

Adopted on: 8/29/17 (Adopted by Temporary Executive Order through 12/29/17)
10/27/17 (This procedure replaces Academic Appeals Procedure 2.16P.)

3.0 PERSONS AFFECTED

Students, faculty, staff, Program Directors, School Deans, and the Vice President of Academic Affairs are affected by this procedure.

4.0 DEFINITIONS

- A. *Arbitrary* is defined as:
- 1) A course grade assigned on some basis other than performance in the course.
 - 2) A course grade assigned by resorting to standards different from those that were applied to other students in that course.
 - 3) A course grade assigned by a substantial or unannounced departure from the faculty member's previously articulated grading standards.
- B. *COLS Director* – Employee responsible for the academic coursework in COLS.
- C. *Faculty* – Employees that have the primary responsibility of teaching assigned courses, holding regular office hours, being available for students, advising, and collaborating on departmental objectives. Any faculty member may be asked to serve on a Grade Appeals Committee.
- D. *Official Email* – Email is a mechanism for official communication within LCCC. Official email communication systems are intended to meet both the academic and administrative needs of the College community.
- 1) Academic email account – the academic email accounts are created by the Learning Management System (LMS) and are designed to be used for communications associated with a particular course and semester (if applicable) within the LMS.
 - 2) Administrative email account – the administrative email accounts are created by the College and are designed to be used for all administrative communications (Financial Aid, Registration, Student Conduct, etc.).
- E. *Process Advisor* – Any person (other than an individual who may be called to provide witness testimony) who attends an academic hearing to provide support or guidance to the student participant. The advisor is not allowed to participate in questioning or present information.

- F. *Program Director* – The assigned administrator of a department or an academic program who reports to an academic dean.
- G. *School Dean* – Head of one of the academic schools or department/functional areas as listed and/or person who oversees academic coursework: School of Arts and Humanities; School of Business, Agriculture, and Technical Studies; School of Health Sciences and Wellness; School of Math and Sciences; Outreach and Workforce Development.
- H. *Student* – Any person enrolled in credit bearing courses offered by Laramie County Community College, either full time or part time. This definition includes persons attending College orientation and enrollment events, signed athletes, and others on a direct path to becoming students.
- I. *Business Day* – Any day the College’s administrative offices are open


5.0 PROCEDURES

- A. Appealable Items
 - 1) Arbitrary grade decisions
 - 2) Grade decisions contrary to College policy, which include misinterpretations, misapplications, or violations of authorized College policies.

Appeals of disciplinary actions (fighting, disruptive behavior, academic integrity, harassment, etc.) made by the Dean of Students or designee as a result of the conduct process are subject to separate procedures as outline in the Student Code of Conduct (3.15P) and the Student Discipline Adjudication Procedure 3.16P.

- B. Grade Appeal Review Committee
 - 1) The Grade Appeals Review Committee of Laramie County Community College (LCCC) is comprised of two (2) faculty members, one (1) School Dean (distinct from the School Dean whose decision is being appealed) and two (2) students.
 - a. Faculty members and the School Dean will be appointed to the Academic Appeals Committee by the Vice President of Academic Affairs (VPAA).
 - b. Students will be appointed based upon the recommendation of the Dean of Students and Student Government Association.
- C. All parties involved in a Grade Appeal may request a neutral Process Advisor through the Vice President of Academic Affairs Office.
- D. Grade Appeal Process
 - 1) **Level 1** – Students should first discuss their concern with the faculty member of record for the course in which they are appealing a decision. Grades may be appealed at any point in the semester up to seven (7) business days following the final grade posting. Failure by the student to discuss their concerns with their faculty member within seven (7) business days of the decision makes the decision of the faculty member final.
 - 2) Following that conference, faculty are responsible for issuing a final decision in writing to the student within seven (7) business days. Failure by the faculty to issue a decision in writing to the student within seven (7) business days of the conference, elevates the appeal to the next level.

- 3) **Level 2** – If the student wishes to further pursue the appeal process, the student must put in writing via the Grade Appeal Form why the grading is arbitrary or violates College policy and including any supporting documentation. This Grade Appeal Form must be submitted to the appropriate School Dean within seven (7) business days of the faculty member’s written final decision. Failure by the student to appeal the decision of the faculty member to the School Dean within seven (7) business days makes the decision of the faculty member final. In schools where Program Directors serve as academic program administrators, the Level 2 decision will be made in collaboration with the School Dean.
- 4) The School Dean (and Program Director when applicable) reserves the right to contact involved parties as needed to gather additional information and documentation. The School Dean/Program Director will respond to the student’s written appeal within seven (7) business days of appeal submission via the Grade Appeal Form. Failure of the School Dean/Program Director to issue a decision in writing to the student within 7 (seven) business days, elevates the appeal to the next level.
- 5) **Level 3** – If the student wishes to further pursue the appeal process, the student must contact the office of the Vice President of Academic Affairs via official College email and/or phone and request a review of the appeal within seven (7) business days of the School Dean/Program Director’s decision. Failure by the student to appeal the decision of the School Dean/Program Director within seven (7) business days makes the decision of the School Dean/Program Director final.
- 6) The VPAA will convene the Grade Appeal Review Committee. This Committee will evaluate the grade appeal based on relevant information provided by all parties involved and will make a recommendation to the Vice President of Academic Affairs (VPAA). The Committee may recommend to uphold the Program Director/School Dean’s decision, or forward the appeal for review to the VPAA (or designee) - providing supporting rationale for the recommendation made to the VPAA within ten (10) days of the appeal submission.
- 7) The VPAA and/or designee will make the final decision within seven (7) days of the Committee’s recommendation and notify the student via official College email.
 - a. If the student’s appeal is granted, the VPAA will determine the grade modification, which will be retroactively applied to the date of the initial grade.
 - b. If the student’s appeal is denied, the original grade issued by the faculty member will be final.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jill Koslosky, Interim Business, Ag, and Technical Studies Dean Kelly Humphrey, ACC Dean of Student and Academic Services James Miller, Interim Dean of Students	8/29/17
Approval by President's Cabinet		8/29/17
Ratified by College Council	College Council Co-Chair Sabrina Lane	10/27/17
Approval by President (Signature)		10/27/17



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