

<b>Grade Appeals Procedure</b>	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.)

Revised on: 3/27/23

### 3.0 PERSONS AFFECTED

Students, faculty, staff, Program Directors, Pathway Coordinators, Deans, and the Senior 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. *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.
  
- C. *Final Grade* – Grade posted by faculty at the end of the semester that appears on the student's official transcript
  
- D. *Grade Decision* – A recording of a student's grade in the Learning Management System (LMS) at any time during the semester, including, but not limited to assignments with instructor feedback, midterm grades, or final grades.
  
- E. *Neutral Process Advisor*- an individual provided by the college to provide guidance to the student in order to navigate the appeal process.
  
- F. *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.).
- G. *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.
- H. *Program Director* – The assigned administrator of a department or an academic program who reports to an academic dean.
- I. *Dean* – Head of one of the academic schools or functional areas as listed and/or person who oversees academic coursework: Academic Affairs, Albany County Campus; School of Arts & Sciences; School of Business, Agriculture, & Technical Studies; School of Health Sciences & Wellness; School of Outreach & Workforce Development and the Dean of Students.
- J. *Student* – Any person enrolled in credit bearing courses offered by Laramie County Community College. This definition includes persons attending College orientation and enrollment events, signed athletes, and others on a direct path to becoming students.
- K. *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 outlined in the Student Code of Conduct (3.15P) and the Student Discipline Adjudication Procedure 3.16P.*

- B. Grade Appeal Review Committee
- 1) The Grade Appeal Review Committee of Laramie County Community College (LCCC) is comprised of two (2) faculty members, one (1) Dean (distinct from the Dean whose decision is being appealed) and two (2) students.
    - a. Faculty members and the Dean will be appointed to the Academic Appeals Committee by the Senior Vice President of Academic Affairs (SVPAA).
    - b. Students will be appointed based upon the recommendation of the Dean of Students and Student Government Association.
- C. Students submitting a Grade Appeal may request a neutral Process Advisor through the Senior Vice President of Academic Affairs’ Office.

#### D. Grade Appeal Process

- 1) **Initial Communication** – Students should first discuss their concerns 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 five (5) business days following the final grade posting. Failure by the student to discuss their concerns with their faculty member within five (5) business days of the final grade posting makes the decision of the faculty member final. The faculty member will provide a synopsis of the communication and decision in writing.
- 2) Following that conference, faculty are responsible for issuing a final decision in writing to the student within five (5) business days. Failure by the faculty to issue a decision in writing to the student within five (5) business days of the conference, elevates the appeal to the next level.
- 3) **Level 1** – 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 contrary to College policy and including any supporting documentation. This Grade Appeal Form must be submitted to the appropriate Dean within five (5) business days of the faculty member’s written final decision. Failure by the student to appeal the decision of the faculty member to the Dean within five (5) 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 Dean.
- 4) The Dean (and Program Director when applicable) reserves the right to contact involved parties as needed to gather additional information and documentation. The Dean/Program Director will respond to the student’s written appeal within five (5) business days of appeal submission via the Grade Appeal Form. Failure of the Dean/Program Director to issue a decision in writing to the student within five (5) business days, elevates the appeal to the next level.
- 5) **Level 2** – If the student wishes to further pursue the appeal process, the student must contact the office of the Senior Vice President of Academic Affairs via official College email and request a review of the appeal within five (5) business days of the Dean/Program Director’s decision. Failure by the student to appeal the decision of the Dean/Program Director within five (5) business days makes the decision of the Dean/Program Director final.
- 6) The SVPAA (or designee) 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 Senior Vice President of Academic Affairs (SVPAA). The Committee may recommend to uphold the Program Director/Dean’s decision, or forward the appeal for review to the SVPAA (or designee) - providing supporting rationale for the recommendation made to the SVPAA within ten (10) days of the appeal submission.
- 7) The SVPAA and/or designee will make the final decision within five (5) business days of the Committee’s recommendation and notify the student via official College email.
  - a. If the student’s appeal is granted, the SVPAA 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.

**New flow**

