

## **DCTC Procedure 2.13.1 Grade Appeal**

### **Chapter 2 – Students**

**Part 1. Purpose.** A student may appeal a course grade when exceptional circumstances occur. Students should first attempt to handle the appeal informally with the instructor. All grade appeals must be made in writing prior to the last day of classes of the semester following the term in which the grade was issued (i.e. fall grade appeal by the end of spring semester).

Students may only appeal course grades, not grades issued on a course assignment or exam.

#### **Part 2. Grade Appeal Steps.**

1. The student contacts their instructor, requests grade verification, and addresses questions about how this grade was determined.
2. If the issue is handled satisfactorily, then the matter will be considered resolved. Any grade changes will be submitted by the faculty to the Registrar's Office.
3. If the student does not feel the issue was satisfactorily resolved, he/she then appeals, in writing, to the Department Chair. The Department Chair will confer with the student and faculty, independently or jointly, in an attempt to resolve the situation.
4. If the issue is not resolved using these informal means, then the student should submit a formal written appeal to the Academic Dean. The appeal should include the name of the course, the reason for the request, dates involved, name of the instructor and information regarding previous attempts at resolution.
5. The Academic Dean will confer with the Department Chair, instructor, and student as necessary.
6. As soon as possible, after a decision has been made, the Academic Dean will notify the instructor and the student of the outcome in writing.
7. The decision of the Academic Dean is final.

#### **Procedure History:**

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