

## ***Academic Appeals***

Central Alabama Community College emphasizes a grading system based on well-defined evaluative criteria and meaningful feedback. Faculty are responsible for providing substantive, timely feedback about student work based on clearly articulated standards. The grade appeals process exists for students who have evidence of a clerical grading error, arbitrary or capricious grading, or bias. In the absence of those reasons, appeals may not request a reevaluation of graded work. Grade appeals related to an individual test, paper, or other assignment within a course are not permitted.

Students may not appeal grades through this process in the case of an academic misconduct violation.

Students are responsible for filing their own grade appeals by stated deadlines. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived.

### **Appeals Deadlines**

1. The student must make the initial appeal to the instructor within ten (10) business days of the beginning of the subsequent term.
2. Mini-term: the student must make the initial appeal within ten (10) business days of the subsequent mini-term.
3. Fall term: the student must make the initial appeal within ten (10) business days of the subsequent spring term.
4. Spring term: the student must make the initial appeal within ten (10) business days of the subsequent fall term.
5. Summer term: the student must make the initial appeal within ten (10) business days of the subsequent fall term.
6. The student shall have ten (10) business days to file an appeal at each subsequent stage if necessary.

### **Appeals Process**

All grade appeals will be conducted virtually over Microsoft Teams and recorded. If a student has a hardship that prohibits use of Teams, the appeal may be conducted in person. In those instances, the appeal meeting will include a third party from the College and will also be recorded.

1. To begin an appeal, the student shall request a meeting with the instructor. Appeals may not be made by parents, guardians, or proxies. The student shall meet with the instructor in person or virtually to discuss the grading process. It is the student's responsibility to demonstrate the appeal's merit. The instructor shall produce any graded work that remains in the instructor's possession, explain how grades have been calculated, and if needed recalculate the grade to determine if there has been a clerical error.

2. If the student and instructor cannot successfully resolve the disputed grade, the student may further appeal by submitting to the instructor's supervisor (division chairperson or, in nursing appeals, the Health Science Program Administrator) the Grade Appeals form available from the Office of the Dean of Academic Programs. If the instructor issuing the grade is the chairperson of the respective division or program, the student may appeal directly to the appropriate instructional dean, either the Dean of Academic Programs or the Dean of Workforce and Economic Development. If either dean is unavailable, the other dean may hear the appeal.
3. The instructor's supervisor shall meet with the student and review the student's appeal. The supervisor may interview the instructor, ask for the assistance of another Central Alabama Community College instructor, or seek the opinion of an expert in the subject area under review.
4. If the student's appeal is not successfully resolved at this level, the student may appeal to the appropriate instructional dean. If either dean is unavailable, the other dean may hear the appeal.
5. The instructor also has the right to appeal a decision of the supervisor to the dean.
6. The dean will review the appeal and separately schedule a meeting with both the student and the instructor.
7. The dean has the authority to consult with the instructor, the division chairperson, or other persons who have expertise in the subject area. When the dean has completed the review of the grade appeal, a written report describing his/her findings and conclusions will be provided to the student, instructor, and supervisor.
8. If the dean determines that a change in the student's grade is in order, the student's official grade will be changed under the authority of the appropriate instructional dean to render rulings on grade appeals.
9. The decision of the instructional dean is final.