



AP 4231 Grade Appeal & Grade Change Process

References:

AP 5045 Education Records Challenging Content & Access Log
NWCCU 2020 Standards

Academic evaluation of student performance by instructors shall be based on academic performance and under no circumstances be prejudicial or capricious. At the same time, students are responsible for maintaining the standards of academic performance established by instructors for the courses in which they have enrolled.

Each instructor shall give students clearly stated written criteria for evaluation. To appeal an academic evaluation (grade) within the past year (four academic terms), a student may start the process by discussing the grade method in question with the instructor.

If a student is not satisfied with the outcome of their discussion with the instructor, they may appeal the decision to the Department Chair. If a student believes further appeal is warranted they may appeal a Department Chair's decision to the Dean of the area where the instructor's program resides. If a student is not satisfied with the Dean's decision, an appeal may be made to the Vice President of Student Learning & Success. Any decision made by the Vice President of Student Learning & Success is final.

The Grade Appeal Procedure provides the student with a process for appealing a final course grade when the student believes an improper evaluation has occurred. "Improper evaluation" is defined as: (1) the evaluation standards and grading criteria contained in the course syllabus were not followed by the instructor; or (2) the final grade was imposed in an arbitrary or capricious manner.

For academic evaluation (grade) appeals where a student believes a miscalculation of the final points, scores, and/or grades occurred, the student may file a **Grade Change Petition** form. The form may be accessed at www.roguecc.edu/enrollmentServices/forms.asp.

Grade Change Petitions

College policy states that instructors may change grades up to one year after a course has been completed. Petitions after one year will be considered only with documented extraordinary circumstances, such as illness, military service, or incarceration.



All change of grade requests must rest upon a miscalculation of the final points, scores, and/or grades.

The assignment of a grade is the responsibility of the instructor of record. Thus, any changes to an assigned grade can only be made by the instructor. If the instructor is not available, see G., below.

Students who believe their final grade for a course as reflected in the official college transcript to be erroneous must:

- 1) submit a Grade Change Petition (forms available at <http://www.roguecc.edu/Enrollment/Forms> to the instructor of record within one (1) calendar year of the last day of the term in which the grade was assigned,
- 2) include the reason(s) why the recorded grade is being challenged, and
- 3) provide copies of any evidence that supports the request (e.g. graded papers, graded exams, course syllabus, and graded quizzes).

Within 2 weeks of receiving the petition (and if received during the term) the instructor will inform the student in writing of their decision and, if denied, the reasons for the denial. A copy of the letter and the completed Grade Change Petition will then be submitted to Enrollment Services. The decision shall be deemed final and no further action will be taken. If petition is received during a break between terms or during summer term then a response will be given at the beginning of the next term.

If approved Enrollment Services will notify the student in writing regarding the final decision and retain a copy of the petition, documentation, final decision and grade change form, if appropriate, in the student file.

If the instructor of record is no longer employed by the College, or is otherwise unavailable, the Department Chair of the petitioned course will make every attempt to contact the instructor of record and come to a resolution. If the Department Chair is unable to contact the instructor, the Department Chair will make a decision based on the available evidence and take appropriate action as outlined above. In this case, the final decision of the Department Chair shall be deemed final and no further action will be taken.

Rescinds Procedure Number: AP-5999: Student Rights, Freedoms, and Responsibilities

Approved: May 2, 2023