

PHILLIPS COMMUNITY COLLEGE  
ADMINISTRATIVE PROCEDURE

Administrative Procedure: 404.06

Subject: Appealing a Grade or Other Matters of an Academic Nature

Applicable Board Policy: 404

Date Adopted: 6/93

Revised: 8/99, 10/03, 4/04

Reviewed: 5/13, 6/19, 7/25

Questions related to grading or other matters of an academic nature should be presented to the student's instructor, if not satisfactorily resolved at this level, the questions should be referred using the clearly defined process used by the College.

<b>Steps</b>	<b>Procedure</b>	<b>Time Frame</b>
1	Student initiates contact with instructor. If no resolution, proceed to Step 2.	Within 10 working days of receiving the final course grade, student submits completed grade appeal form to instructor.
2	Student submits copy of completed grade appeal form with instructor's "action taken" to the division chair or dean, and the Campus Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). If there is no resolution, proceed to Step 3.	Within 5 working days of Step 1
3	Student submits copy of completed grade appeal form with signatures of instructor, division chair/dean, and Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). This action is taken to the Vice Chancellor for Instruction (VCI). The VCI notifies the chair of the Faculty Senate Academic Standards Committee to conduct a hearing.	Within 5 working days of Step 2

Steps	Procedure	Time Frame
4	The Chair of the Faculty Senate Academic Standards Committee convenes to consider the appeal.	Within 5 working days of Step 3
5	If the Faculty Senate Academic Standards Committee finds the request merits a hearing, the committee will notify the student and instructor within 5 days the time and location of the hearing.	Within 5 working days of Step 4
6	Academic Standards Committee will convene the hearing. Findings concerning the appeal are considered final.	Within 5 working days of Step 5

The Vice Chancellor for Instruction notifies the student, instructor, and the Vice Chancellor for Student Services and Registrar of the hearing outcome. If the question is an academic matter other than grades, the same appeal process as above will be followed.

In all cases the grievant has the burden of proof with respect to the allegations in the complaint and in the request for a hearing.

Although the primary responsibility of the Academic Standards Committee is to review appeals, the committee will report a written decision of the final solution to the complaint which will be kept in the student's file in the Office of Admissions and Records.

Because of the time needed to resolve a possible grievance, all instructors must retain appropriate tests for at least one semester following the semester just ended.

Instructors will keep their grade books on file for at least three (3) years. In the event of the termination of an instructor from Phillips Community College, the instructor will turn in all grade books to the Office of Admissions and Records.

Reviewed 06/19

**Step 4**

Chair of the Faculty Senate Academic Standards Committee: \_\_\_\_\_

Date: \_\_\_\_\_

Action Taken:

Hearing not warranted \_\_\_\_

Hearing warranted \_\_\_\_

**Step 5**

Chair of Academic Standards Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken:

Notify Student: \_\_\_\_\_

Notify Instructor: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Time of Hearing: \_\_\_\_\_

Location of Hearing: \_\_\_\_\_

**Step 6**

Hearing Convenes

Findings:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Standards Committee Chair: \_\_\_\_\_

Academic Standards Committee Members: \_\_\_\_\_

\_\_\_\_\_

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