

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, 8/26

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

Purpose

This process provides students with a fair and timely method to appeal final grades or other academic decisions, ensuring due process, consistent application of academic standards, and appropriate documentation.

Scope

This procedure applies to:

- Final course grade appeals
- Alleged errors in grading
- Academic misconduct as stated in Administrative Procedure 404.05
- Claims of inconsistent or unfair academic evaluation

This procedure **does not apply** to:

- Student discipline
- Non-academic grievances

Guiding Principles

- **Timeliness:** All parties must adhere to established deadlines
 - **Documentation:** Decisions must be supported by written records
 - **Fairness:** Reviews must be impartial and based on academic standards
 - **Due Process:** Students have the right to present evidence and be heard
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Procedures

Step 1: Informal Resolution

Procedure:

The student must first attempt to resolve the concern directly with the instructor. If unresolved, the student submits a completed Academic Appeal Form to the Division Dean.

Time Frame:

Within 5 faculty working days after the grade submission deadline listed in the academic calendar.

Step 2: Administrative Review (Division Dean)

Procedure:

The student completes step 1 of the appeal form and submits to the Division Dean. The Dean:

- Requests written response from instructor
- Evaluates whether grading policies were applied consistently and fairly.
- If resolved, the Dean uploads the appeal form to the student Workday account.
- Moves to step 3 if unresolved

Time Frame:

Within 5 working days of the completion of Step 1

Step 3: Vice Chancellor for Instruction (VCI) Review

Procedure:

The Division Dean completes step 2 of the appeal form and submits the form, with signatures, to the Vice Chancellor for Instruction (VCI).

- The VCI conducts a procedural review, signs appeal form, and refers the case to the Faculty Senate Academic Standards Committee.
- Move to step 4.

Time Frame:

Within 5 working days of the completion of Step 2

Step 4: Committee Determination

Procedure:

The Academic Standards Committee chair notifies the VCI and student of the date the committee will meet to review the appeal. The committee reviews the appeal to determine whether:

- There is sufficient evidence of error, inconsistency, or unfair practice to warrant a formal hearing. If it is determined that a hearing is warranted, move to step 5.
- If it is determined that a formal hearing is not warranted, the appeal is denied and the appeal process is concluded. The VCI and student are notified by the Academic Standards Committee chair. This notification will be sent to PCCUA emails, and a copy of the email will be maintained in the students' Workday account.

Time Frame:

Within 5 working days of the completion of Step 3

Step 5: Hearing (if warranted)

Procedure:

If a hearing is granted:

- The student and instructor will receive written notice of the date, time, and procedures
- Both parties may present relevant evidence
- The committee may ask questions to clarify the record

Time Frame:

Hearing scheduled within 5 working days of the completion of Step 4

Step 6: Decision and Final Resolution

Procedure:

The committee deliberates and issues a written decision, including the rationale. The decision is final.

Time Frame:

Within 5 working days after the hearing

Notification:

The Academic Committee Chair will provide written notification of the final decision to:

- The student
- The instructor
- The Division Dean
- Vice Chancellor for Instruction

Standards of Review:

Appeals are evaluated based on whether:

- A **calculation or clerical error** occurred
- Established grading policies were **not followed**
- The grading was **arbitrary, capricious, or inconsistent** with stated standards

Additional Provisions:

- The **burden of proof rests with the student** to demonstrate valid grounds for appeal
- The Academic Standards Committee's decision is **final and binding**
- A written record of the appeal and outcome will be maintained in the student Workday account.

Documentation received as evidence for the process will be kept by the Academic Appeals committee chair for 3 years.