

PCCUA Appeal of Grade Process

Questions related to grading or other matters of an academic nature should be presented to the student's instructor. If not satisfactorily resolved at the level, the question should be referred using the following procedure:

1. Student initiates contact with instructor within 10 working days of receiving the final course grade by submitting a completed grade appeal form to instructor.
2. If no resolution is reached, student submits a 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) within 5 working days of Step 1.
3. If no resolution is reached, student submits a 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) within 5 working days of Step 2, to the Vice Chancellor of Instruction (VCI). The VCI notifies the chair of the Faculty Senate Academic Standards Committee to conduct a hearing.
4. Within 5 working days of Step 3, the Chair of the Faculty Senate Academic Standards Committee will convene to consider the appeal. If the Faculty Senate Academic Standards Committee finds the request merits a hearing, the committee will notify the student and instructor within 5 working days the time and location of the hearing.
5. The Academic Standards Committee will convene the hearing and findings concerning the appeal are considered final.

If the question is an academic matter other than grades, the same appeal process listed 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. The written decision 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.

According to Board Policy 404, instructors shall 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 shall turn in all grade books in his/her file to the Office of Admissions and Records.

Steps	Procedure	Time Frame
Step 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.
Step 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
Step 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
Step 4	The Chair of the Faculty Senate Academic Standards Committee convenes to consider the appeal.	Within 5 working days of Step 3