

**EASTERN SHORE COMMUNITY COLLEGE**  
**ACADEMIC AND STUDENT AFFAIRS POLICIES**  
**FINAL COURSE GRADE APPEAL**

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**Last Reviewed: December 12, 2018**

**Responsible Department: Vice President of Academic and Student Affairs**

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**I. PURPOSE**

To establish policy and procedures for students appealing final course grade appeals.

**II. AUTHORITY**

The President has given the Vice President of Academic and Student Affairs the responsibility and authority to establish and enforce the college's Final Course Grade Appeal.

**III. APPLICABILITY**

This policy applies to all matriculated students at the college.

**IV. POLICY AND PROCEDURES**

Faculty members at Eastern Shore Community College are responsible for assigning course grades and for advising students of the objective criteria on which those grades are assigned. As such, most student disagreements regarding course grades are best resolved informally between the student and faculty member.

The Final Course Grade Appeal Procedure provides a fair and orderly process for students who wish to pursue a formal appeal of their final course grade. In taking such action, students shall assume the burden of proof concerning any perceived error in the grade assigned. Further, they shall follow the sequence of steps outlined in this procedure with the presumption that, as a matter of rule, instructors do not assign arbitrary and capricious course grades.

**Step 1:**

Students are encouraged to resolve final course grade disagreements with their instructors on an informal basis. Grounds for the disagreement are typically limited to the following:

- a computational error in the grade;

- grade computation in a manner other than that listed in the syllabus or as amended with advance notice; or
- computation of grade in a manner other than that used for other students in the class.

Should the dispute not be resolved at this level, the student may proceed to Step Two.

**Step 2:**

Students shall submit a written appeal to the Vice President for Academic and Student Affairs (“Vice President”) no later than ten (10) business days after the first day of classes for the next academic term. Within five (5) business days of receiving the written appeal, the Vice President shall hold a conference in person and/or by telephone with the student and instructor to consider the grade appeal. The Vice President shall provide a written report of his/her findings to both parties within five (5) business days of the conference. For the record, a copy of the report shall be kept on file in the Registrar’s office, which houses all grade appeals’ documentation.

Should the student wish to advance his/her appeal to the next level, he/she may submit a written appeal to the College President within five (5) business days of receipt of the Vice President’s report.

**Step 3:**

Within five (5) business days of receiving the student’s written appeal of the Step Two findings, the College President shall appoint a Grade Appeal Committee to consider the appeal. The committee shall consist of one (1) student and two (2) teaching faculty members who are not directly involved in the case. The College President shall notify the student, instructor, and Vice President of this action.

Within five (5) business days of its appointment, the Grade Appeal Committee shall hold at least one face-to-face meeting, where both the student and instructor are present. The committee shall conclude its deliberations within a reasonable time period, submitting a written report of its findings to the College President within five (5) business days of the conclusion of its review. Based on this report, and within five (5) business days of receiving the committee’s report, the College President shall render a written decision on the student’s appeal. The decision shall be shared with the student, faculty member, and Vice President, as well as with the Grade Appeal Committee. The ruling shall be considered final.

If the student’s appeal is successful, the Vice President will notify the Registrar who will record the grade in the Student Information System (SIS). For the record, a copy of the report shall be kept on file in the Registrar’s office.

The time limitations specified for the Final Course Grade Appeal Procedure are binding on all parties involved, unless they are extended by written mutual agreement.

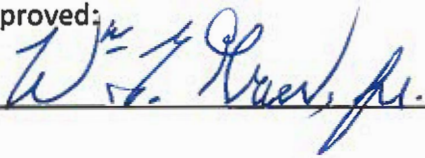
**V. SANCTIONS**

The college considers violation of this Policy to be a serious offense. Violations of this policy shall be referred to the Vice President of Academic and Student Affairs for enforcement and sanctions.

**VI. INTERPRETATION**

The authority to interpret this policy rests with the President, and is generally delegated to the Vice President of Academic and Student Affairs.

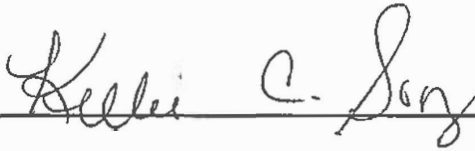
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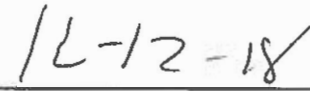
William T. Greer, Jr., President (Interim)

  
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Date

  
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Kellie C. Sorey, Vice President (Interim).

  
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Date