

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

I. PURPOSE

The purpose of this policy is to establish a fair, transparent, and orderly process through which students may appeal a final course grade when they believe the grade was assigned in error or in a manner inconsistent with the grading criteria established for the course.

II. AUTHORITY

The President of Eastern Shore Community College delegates responsibility for administering and enforcing this policy to the Vice President of Academic Affairs, Student Success, and Workforce Development.

III. APPLICABILITY

This policy applies to all matriculated students enrolled at Eastern Shore Community College.

IV. POLICY

The assignment of course grades is the responsibility of the faculty member teaching the course. Faculty members are expected to communicate clearly in the course syllabus the grading criteria and standards used to evaluate student performance.

A final course grade may be appealed only under the following circumstances:

- Mathematical or clerical error in calculating the final course grade.
- Failure to apply grading criteria as stated in the course syllabus or as officially amended with appropriate notice to students.
- Inconsistent application of grading standards, where the student's work was evaluated using criteria different from those applied to other students in the same course.

A grade appeal may not be based solely on disagreement with the instructor's academic judgment, evaluation of the quality of a student's work, or dissatisfaction with the grade earned.

Students initiating a grade appeal assume the burden of proof and must provide documentation demonstrating that the appeal meets one of the criteria listed above.

Students must follow the procedures outlined below. Appeals that do not follow the established process may not be considered.

V. PROCEDURES

Students must follow the steps outlined below in the order presented.

Step 1: Informal Resolution with Instructor

Students are strongly encouraged to first attempt to resolve concerns regarding their final course grade directly with the course instructor.

The student should contact the instructor promptly after grades are posted to review the grading criteria and calculations used to determine the final grade.

Many grade concerns are resolved at this level through clarification of grading practices or correction of clerical errors.

If the matter cannot be resolved informally, the student may proceed to Step 2.

Step 2: Department Chair Review

If the issue remains unresolved, the student may submit a written appeal to the Department Chair within five (5) business days of the discussion with the instructor.

The written appeal must include:

- The course name and number
- The instructor's name
- The final grade received
- A clear explanation of the grounds for the appeal
- Supporting documentation

The Department Chair will review the documentation, the course syllabus, grading criteria, and any relevant course materials.

The Department Chair may meet with the student and instructor and will issue a written recommendation within five (5) business days of receiving the appeal.

If the student is not satisfied with the outcome, the student may proceed to Step 3.

Step 3: Grade Appeal Committee Review

If the student is not satisfied with the outcome of Step 2, the student may submit a written appeal to the Vice President of Academic Affairs, Student Success, and Workforce Development Affairs within five (5) business days of receiving the Department Chair's recommendation.

Upon receipt of the appeal, the Vice President of Academic Affairs, Student Success, and Workforce Development will appoint a Grade Appeal Committee within five (5) business

days. The committee will consist of:

- One (1) student representative
- Two (2) faculty members who are not directly involved in the case

The committee will review all submitted documentation and may convene a meeting at which both the student and the instructor have the opportunity to present relevant information.

Within five (5) business days of completing its review, the committee will submit a written recommendation to the Vice President of Academic Affairs, Student Success, and Workforce Development. The Vice President of Academic Affairs, Student Success, and Workforce Development will issue a written summary of findings within five (5) business days of receiving the committee's recommendation.

A copy of the determination will be provided to the:

- Student
- Faculty member
- Department Chair
- Grade Appeal Committee

If the student wishes to continue the appeal, they may proceed to Step 4.

Step 4: Vice President of Academic Affairs, Student Success, and Workforce Development (Final Review)

The student may submit a written appeal to the Vice President of Academic Affairs, Student Success, and Workforce Development within five (5) business days of receiving the Grade Appeal Committee's recommendation.

Within five (5) business days of receiving the appeal, the Vice President of Academic Affairs, Student Success, and Workforce Development will review all documentation, including the committee's recommendation, and may schedule a meeting with the student and instructor. The meeting may occur in person or virtually.

Within five (5) business days following the review or meeting, the Vice President of Academic Affairs, Student Success, and Workforce Development will issue a written determination summarizing the findings.

A copy of the determination will be provided to the:

- Student
- Faculty member
- Department Chair
- Grade Appeal Committee

The Vice President of Academic Affairs, Student Success, and Workforce Development's

decision is final.

If the appeal results in a grade change, the Vice President of Academic Affairs, Student Success, and Workforce Development will notify the Registrar, who will update the grade in the Student Information System (SIS).

All documentation related to the appeal will be retained in the Registrar's Office.

Time Limitations:

The time limits specified in this procedure are binding on all parties unless an extension is granted through mutual written agreement. Failure by the student to meet established deadlines may result in dismissal of the appeal.

VI. SANCTIONS

The College expects all individuals participating in the grade appeal process to adhere to the procedures, standards, and expectations outlined in this policy. Failure to comply with established requirements, including, but not limited to, the consistent application of grading criteria, adherence to stated procedures, and observance of institutional policies, may result in appropriate administrative review and corrective action.

A student's initiation of, or participation in, the grade appeal process in accordance with this policy does not constitute a violation of College policy. Students retain the right to pursue an appeal as outlined herein. Any concerns related to student misconduct, including academic dishonesty, will be addressed through the College's established student conduct processes and are separate from the grade appeal procedure.

This section is intended to address compliance with the grade appeal process and applicable institutional policies. In this context, enforcement may apply to any party involved in the process, including instances where established grading practices or procedures are found to be inconsistent with College policy.

Alleged violations of this policy will be reviewed by the Vice President of Academic Affairs, Student Success, and Workforce Development, who will determine and implement any appropriate actions in accordance with College policies and applicable VCCS guidelines.

VII. INTERPRETATION

Authority to interpret this policy rests with the College President or designee.

Last Reviewed: April 2026

Responsible Department: Vice President of Academic Affairs, Student Success, and Workforce Development

Approved:

Daryl Minus

04/23/2026

Dr. Daryl Minus
President



04/23/2026

Ramzi Ockaili (Apr 23, 2026 22:20:36 EDT)

Dr. Ramzi Ockaili
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ESCC Final Course Grade Appeal Policy

Final Audit Report

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