



## **601 POLICY - Student Grade Appeals**

### **601.1 Statement of Policy**

When a student believes that a final grade he or she received is inaccurate, a grade appeal may be initiated. The appeal will follow a specified procedure and must be initiated within one full semester after the grade was awarded. (A full semester is defined as a fall or spring semester). The procedure for the appeal is specified in the Procedures section of the Policies and Procedures Manual.

Adopted 1991

Revised February 2001



## **601 PROCEDURE - Student Grade Appeals**

### **601.1:1 Selective Admission Programs**

Selective admissions programs at Redlands Community College, such as the Nursing Program, may have separate grade appeal procedures that apply only to classes in those programs. An appeal of a grade in a selective admissions program class should be made according to the grade appeal procedure for that particular program.

### **601.1:2 General Admission Programs**

- A. In general admission program classes, students wishing to appeal a grade must first discuss the grade with the instructor who assigned it.
- B. If a student desires further action, a written summation of the grade appeal should be submitted to the appropriate Department Head. After the written appeal is received, a meeting will be scheduled within one week by the Department Head. The student, the instructor, and the Department Head will be present in the meeting. Within 24 hours after the meeting, the Department Head will arrive at a decision and will submit this decision in writing to the instructor and to the student. If the instructor of the course is also the Department Head, the Chief Academic Officer or their designee will be the next level of the grade appeal and shall assume the responsibilities of the Department Head.
- C. If the student or the instructor desires to appeal further, he or she should appeal to the Appeals Committee. Within one week after receiving the decision from the Department Head, the written appeal must be submitted to the administrator in charge of academic instruction who will, in turn, notify the Appeals Committee. The Committee will meet within one week after the administrator in charge of academic instruction receives the written appeal. The Appeals Committee, chaired by the Chairperson of the Standing Institutional Committee on Curriculum, will consist of one (1) faculty member appointed by the President of the College, one (1) faculty member appointed by the President of the Faculty Senate, one (1) counselor appointed by the administrator in charge of student services, one (1) faculty member appointed by the Department Head involved in Step B, and one (1) student appointed by the Student Activities Coordinator. At this point the student and/or the instructor may designate and identify one (1) other person to be present and participate in the Hearing. The name and official capacity of this person must be stated in the written appeal sent to the administrator in charge of academic



instruction. The student, the instructor, and the Department Head will also be present. The Appeals Committee will reach its decision by secret ballot reflecting a simple majority. The student and the instructor shall be notified in writing within 24 hours. The action of the Appeals Committee is binding. The student or instructor may appeal the decision to the Board of Regents of the College through the President of Redlands Community College.

Adopted 1991  
Revised February 2002  
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