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	Approval: <i>Dr. K. Q. A. J. J.</i>		Date: 07/2016 Review by: 07/2019
	Date Revised: 07/16, 08/15, 07/14		
	Policy/Revision Submitted by: Dr. Deborah R. Garrison, VPAA		
SUBJECT: Final Grade Appeal			

I. POLICY:

Students may only appeal a final failing course grade. The grievance procedure shall not be used to challenge individual examination items, to challenge a grade prior to assignment of the final grade by the faculty member, or to challenge a policy of Methodist College. In all cases, the student must represent himself/herself during the grievance process.

DEFINITION:

A final grade appeal may be filed only if the grade has been derived in a manner not consistent with the fair and equitable application of grading criteria found in the course syllabus and/or a grade the student believes to have been miscalculated based on the criteria specified within the course syllabus document.

II. GENERAL INFORMATION:

The final grade appeal must be initiated by the student not later than five (5) business days after the posting of final grades by the Registrar. The student will initiate the final grade appeal process through completion of an Academic Affairs Final Grade Appeal form. This form is available in the Methodist College Student Handbook and online. The form is to be completed by the student to provide detail concerning the facts concerning the final grade appeal. The process will be followed as indicated in the following procedure.

III. PROCEDURE:

The student's grade appeal must follow the Methodist College Organizational Chart, beginning with the faculty member and proceeding through the Academic Dean/Chairperson/Director, and to the VPAA. A final appeal may be made to the Methodist College President.

A. Faculty Review

The student will meet with the faculty member(s) teaching the course to review the concern in an effort to resolve the disputed grade. If final grades have been posted in the learning management system, the student may initiate the final grade appeal prior to posting of the final grade by the Registrar.

B. Academic Dean/Chairperson/Director Review

If the meeting between the faculty member(s) and the student does not result in resolution of the disputed grade, the student will meet at a mutually agreeable time with the leader of the academic unit under which the course is located (e.g. Academic Dean of Arts and Sciences, Academic Dean of Nursing, Chair of Human Services, or Director of Community Education). This meeting will only take place once final grades have been posted by the Registrar.

If the meeting between the academic leader and the student does not result in resolution of the disputed grade, the Dean, Chairperson, or Director will forward the appeal to the Vice President of Academic Affairs.

C. Committee Review

The Vice President of Academic Affairs will appoint an ad hoc committee upon receipt the notification from the Academic Dean/Chairperson/Director. The committee, membership of which will include one academic administrator from an academic area outside the area of the dispute and two to four faculty members, will conduct a review of the case based on the course syllabus, the student's grades on assignments and examinations, and the student's report detailing the basis for the appeal. The committee will make a recommendation to the Vice President of Academic Affairs.

D. VPAA Review

The Vice President of Academic Affairs will review the report of the committee, examine the documents provided, and consider the written report provided by the student. The VPAA will communicate his/her decision regarding the disposition of the appeal to the student, academic dean/chairperson/director, faculty member, and chair of the ad hoc committee through a letter sent to the student with copies to all parties.

The letter will be sent as certified mail to the student. No report of the outcome will be provided via the telephone or email.

E. Presidential Decision

The student or the involved faculty member(s) may appeal the decision of the Vice President of Academic Affairs in writing to the President of the College within two (2) school/business days (days on which the College is open for business) following notification of the decision of the committee. The date on which the student signs for the certified letter will be considered the official date of notification.

The President will render a final decision on the appeal. The grievance process ends with the decision of the President of the College.