



## FINAL GRADE APPEAL PROCESS

A student has the right to express concern about his or her grade, keeping in mind that faculty members have sole responsibility for assigning grades. The right to appeal a grade assumes a corresponding responsibility on the part of the student to act in good faith. It is the student's responsibility to communicate any concerns with the professor throughout the semester. If there are discrepancies with respect to academic honesty, students should refer to the [Senate Statement on Academic Honesty](#). Students may not appeal a grade for an individual assignment or examination. Only the final course grade may be appealed. Forms are due by October 1 (for spring and summer classes) and March 1 (for fall classes). If the faculty member who assigned the grade is no longer at the college, the dean may refer the student to the chair or coordinator of the appropriate department.

If the faculty member determines that the grade submitted is the grade that was earned and the student disagrees, a formal appeal may be filed. Students should understand that based on the evidence, the faculty appeals panel has the authority to **confirm, lower, or raise** the grade assigned by the instructor. The appeal committee may also recommend an amicable **alternative resolution**. Grade appeal forms are available from the office of the division dean.

### **The grounds for an appeal of a final course grade are as follows, and are not limited to:**

- The grade is based on an error in calculation.
- The grade assigned did not follow the grading criteria stated on the course syllabus.
- The grade for a writing intensive class is based on inadequate criteria.

### **Steps in the Grade Appeal Process**

**Step One :** The student communicates with the faculty member who issued the grade. The instructor reviews the grading policy with the student and makes sure the grade was correctly calculated. If the course grade is based on a portfolio assessment, it is recommended that the student also discuss the course grade with the department chair before proceeding to step two. If no satisfactory resolution is reached, the student may proceed to step two.

**Step Two:** The student downloads and completes a [Grade Appeal Form](#), explaining why the grade is incorrect. These may also be requested from the division dean. The dean sends the completed form to the student's instructor.

**Step Three:** The faculty member responds with a short written explanation of the assigned grade and returns the form to the division dean within 10 business days of receiving the grade appeal. The dean signs and dates the form, confirming that the deadline has been met.

**Step Four:** The dean notifies the student of the faculty member's decision. After hearing from the dean, a student who is dissatisfied with the outcome has up to 10 business days to ask the Vice President of Academic Affairs (VPAA) to arrange the final step in the appeal process.

**Step Five:** The VPAA will coordinate a panel that consists of three faculty members if the above criteria have been met. The student is notified of the time of the Grade Appeal Meeting or referred to the department chair. The decision of the appeal committee is final. After hearing from the dean, if the student believes that the process was not followed as indicated, he/she may petition the President. The President will evaluate all documents, and if the President agrees that procedure was not followed, it will be referred back to the VPAA to coordinate a new panel.

**Step Six:** If the student disagrees with the President's decision and can present evidence to support this, he/she may petition the Board of Trustees. At this time, the Board of Trustees will review all evidence and make their decision. At this point, the decision of the Board of Trustees is final.

 **Prairie State College**  
**FINAL GRADE APPEAL FORM**

STUDENT'S NAME: \_\_\_\_\_ STUDENT ID NO: \_\_\_\_\_ STUDENT PHONE NO: \_\_\_\_\_

STUDENT'S ADDRESS: \_\_\_\_\_

COURSE/PREFIX NO: \_\_\_\_\_ SECTION: \_\_\_\_\_ TERM:  Fall  Spring  Summer  Year: \_\_\_\_\_

FINAL GRADE: \_\_\_\_\_ GRADE REQUESTED: \_\_\_\_\_

NAME OF STUDENT ADVOCATE: \_\_\_\_\_

NAME OF FACULTY ADVOCATE: \_\_\_\_\_

**STEP 1: STUDENT MEETS WITH FACULTY MEMBER**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Faculty Member**

**STEP 2: STUDENT'S RESPONSE (see attached)**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Student Signature**

**STEP 3: FACULTY'S RESPONSE (see attached)**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Faculty Member**

**STEP 4: DEAN'S RESPONSE:**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Dean**

**STEP 5: GRADE APPEAL COMMITTEE RESPONSE: (see attached)**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Vice President of  
Academic Affairs**