

Grade Appeal Process Advocates - Faculty

Advocates

The Grade Appeal Process can be frightening and overwhelming for all parties involved. It is for this reason that both the faculty member and the student may choose an advocate to help throughout the process. While the advocate is meant to assist the faculty member or student, the advocate does not represent the faculty member or student and will not be able to present on their behalf. It is requested that the advocate be named on the formal Grade Appeal sheet; however, if an advocate has not been chosen at the time the Grade Appeal Form is turned in, it may be left blank. Once an advocate has been determined, the Vice President of Academic Affairs needs to be notified in writing.

For the Faculty Member:

From time to time, you may be notified that a student from one of your previous courses has initiated the Grade Appeal Process. This is the right of the student and is not a disciplinary action toward you. Because you will be participating in this process, you (along with the student) have the opportunity to have someone assist you. An advocate can be anyone that you choose; however, it is recommended that it is a representative of this school. Some examples include: a fellow colleague, counselor/advisor, staff or administrative member. The purpose of the advocate is to help you through this process.

When the student initiates the process, you will have the opportunity to clarify the grade that the student received. You will want to provide all documentation that will support your reasoning. Some examples include:

1. Syllabus
2. Emails (or other forms of communication)
3. Homework assignments
4. Assessments (quizzes, tests, etc)

When including documentation, please highlight the areas that directly relate to your reasoning. It is not recommended to include all documents from the course; however, it is recommended to be thorough and include those documents pertaining to the student's grade. If at any point in time you are unsure, you may choose to include it or ask your advocate. Additionally, if you are uncomfortable participating in the Grade Appeal Panel Meeting, please advise the VP of Academic Affairs. Your presence is not required; however, please understand that by not attending, the Panel will only be able to use the documents that you provide to support the grade earned by the student. If the panel chooses to change the grade, additionally, it is your right to refuse to fill out the Change of Grade form. If you choose to do this, please advise the VP of Academic Affairs. At that time, the VP of Academic Affairs will ask the Grade Appeal Panel Chairperson to fill out the Change of Grade form (with the support of the panel).