

**GRADE APPEAL REQUEST
BROWARD COMMUNITY COLLEGE**

A formal grade appeal can only be initiated after the student has met or communicated with the Faculty member in an attempt to resolve the issue. **The student must request that meeting no later than the second week of the next term.** If the Faculty member is unavailable for some reason, the student may initiate this informal process with the Associate Dean/Center Administrator.

Grounds for Using the Grade Appeal Process. Any appeal of a course grade shall be considered in comparison with the standards in the Faculty member's grading policy. Each Faculty member shall communicate in clear detailed written form his/her grading policy within the first week of the course. The policy shall be included in the course syllabus. The elements to be considered in calculating the student's grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. The student's appeal shall be based upon a complaint of inequitable treatment that the student can demonstrate with reasonable evidence. The appeal shall show that the grading policy was misapplied to the student.

A formal grade appeal must be made within three (3) weeks after the start of the next term. A student enrolled in Term 2 should begin the process in Term 3.

THE GRADE APPEAL PROCESS APPLIES ONLY TO THE FINAL COURSE GRADE.

Name of Student: _____ Date _____

Social Security Number _____

Home Address _____

City _____ State _____ Zip _____

Home Phone Number: _____ Work Phone Number: _____

Instructor's Name: _____

Course Name: _____

Course Number: _____ Reference Number: _____ Term: _____

Campus _____

INFORMAL PROCESS: PRELIMINARY ACTION MEETING WITH FACULTY MEMBER

The informal grade appeal process was initiated on _____ and no final resolution was reached. **Date**

Student **Signature:** _____ **Date** _____

Faculty Member **Signature:** _____ **Date** _____

cc: Associate Dean

STEP 1: SUBMISSION OF GRADE APPEAL REQUEST PACKAGE

If there was no resolution of the disputed grade during the informal process, the student may begin Step 1 of the formal grade appeal process.

The student initiates Step 1 by submitting the Grade Appeal Request Package to the Faculty member via the Associate Dean **within three weeks after the start of the next term.**

In the absence of extraordinary circumstances, failure to complete the Grade Appeal Request Package in the designated time period will end the student's right to appeal.

At any step, if the student and the Faculty member can resolve the issue, the appeal process is concluded.

THE GRADE APPEAL REQUEST PACKAGE

The student should explain in detail the nature of his/her appeal and the reason(s) this appeal should be considered as well as the solution being requested. All issues and arguments should be included. The student must submit all pertinent forms, all paperwork, and all evidence he/she wishes to be taken into account in this appeal. Completion of the attached Grade Appeal Request Form and accompanying materials make up the Grade Appeal Request Package. (If additional space is needed, blank paper should be used and attached to these pages.) The Grade Appeal Request Package should be printed or typed.

STEP 3: HEARING BEFORE THE CAMPUS/CENTER GRADE APPEAL COMMITTEE

If the student is not satisfied with the results of the mediation session, the student may request a hearing before the Campus/Center Grade Appeal Committee. The request must be made **within five duty days** of receiving the report on the results of the mediation session. The request should be made through the Associate Dean/Center Administrator to the Campus Academic Dean. The Campus Academic Dean will send the Grade Appeal Request Package to the Campus/Center Grade Appeal Committee. For purposes of this policy, the Center for Health Sciences will be considered a separate campus. The Willis Holcombe Center is under the Central Campus Administration.

I am dissatisfied with the results of the mediation session. I am requesting a hearing before the Campus/Center Grade Appeal Committee.

Student **Signature**

Date

I received a request from the above student to have a hearing before the Campus/Center Grade Appeal Committee on his/her grade appeal.

Associate Dean/Center Administrator **Signature**

Date

RESULTS OF HEARING

The Academic Dean/Center Administrator will advise the student of the Campus/Center Grade Appeal Committee's decision **within five duty days of the hearing**. The decision of the Committee will be **final and binding**, pending a review by the Vice President for Academic Affairs.

REPORT OF CAMPUS/CENTER GRADE APPEAL COMMITTEE

(To be completed by Committee Chair and sent to Vice President for Academic Affairs)

The Campus/Center Grade Appeal Committee met on _____ to hear the grade appeal of _____.

After careful deliberation, the Committee decided to grant _____ /deny _____ the grade appeal.

In its deliberations, the Committee considered the following documentation/evidence:

The Committee requests that the Vice President for Academic Affairs take the following action(s):

_____ Transmit a grade change from _____ to _____ to the College Registrar.

_____ Other (Please explain.)

Committee Chair **Signature**

Date

CC: Vice President for Academic Affairs
Include all Documentation and Reports

H:\vpafiles\Grade Appeal rqstform.doc

Revision Date: February 11, 2005