

The Grade Appeal Policy

The grade-appeal process was designed to resolve grade disputes between you and your professors.

What kind of appeal can you make using the grade-appeal process?

- Your final grades in courses.

What kinds of appeals can you NOT make using the grade-appeal process?

- Grades you receive on assignments (such as essays) or on quizzes or exams.
- Grades you receive for academic dishonesty. (Grades received because of academic dishonesty can be appealed only through the Academic Standards Sub-committee on Discipline.)

Professors have the right to establish grading policies for their courses; these policies may not be appealed. However, you have a right to know what the policies are; your professors must include them in their course syllabi and make these syllabi available to you at or near the beginning of all courses. Your grade appeal, in order to be successful, must demonstrate (with reasonable evidence) that your professor's grading policy, as stated in the course syllabus, was misapplied to you.

Here are some examples of student complaints that do not fit the guidelines for appealing a final grade:

- “My professor assigns too much work.”
- “My professor grades too strictly.”
- “I have a very good reason for missing more than the maximum number of classes.”

Here are some examples of student complaints that do fit the guidelines for appealing a final grade:

- “According to the grading policy in the course syllabus, my research paper was supposed to count 25% toward the final grade. My professor counted it 50%.”
- “The course syllabus does not mention that being late for class twice counts as one absence. I was actually absent from class only three times.”
- “My professor refused to allow me to make up a test I missed that was given on a holy day in my religion.”

Before you begin the formal grade-appeal process, you must first talk to (or at least attempt to talk to) your professor and try to settle the disputed grade. If you are uncomfortable approaching

your professor, you may ask the Head of the English Department to arrange a meeting with your professor. If you are unable to contact your professor, you may begin the informal process by talking with the Head of the Department (who will make a reasonable effort to put you in touch with your professor). **You must make this initial attempt to have a meeting no later than the end of the second week of the next term.**

If you and your professor are unable to reach a mutual resolution, you may then pursue the formal grade-appeal process established by the college.

The Steps in the Formal Grade Appeal Process

There are three steps in the formal grade-appeal process. These steps are presented in detail in “The Grade Appeal Process,” an official Broward Community College document. If you wish to begin the grade-appeal process, you should get a copy of this document from the Student Affairs Office or the Head of the English Department. Here, in an abbreviated (unofficial) form, are the three steps:

- **Step One:** Submission of the “Grade Appeal Request Package”

You must obtain and complete the “Grade Appeal Request Package.” You may get this package from the Student Affairs Office or the Head of the English Department. You must submit the complete package to the Head of the Department no later than three weeks from the start of the next term.

- **Step Two:** Mediation by the Department Head

The Head of the English Department will arrange for a mediation session among the Head, your professor, and you. This session will take place within ten teaching days from the date when the Head of the Department receives the Grade Appeal Request Package. If you are dissatisfied with the result of the mediation session, you will have five duty days to decide if you want to pursue the formal grade appeal with the Campus Grade Appeal Committee.

- **Step Three:** Hearing Before Campus Appeal Committee

Within five duty days of receiving your request for a hearing before the Campus Grade Appeal Committee, the Head of the English Department will forward your “Grade Appeal Request Package” to the Academic Dean. The Dean will forward the package to the Campus Grade Appeal Committee, which will hold a meeting within three weeks after receiving the package. Within five teaching days of the hearing, you will be informed of the committee’s decision. This decision will be final and binding, pending review by the Vice President for Academic Affairs.

It is important for you to know that you must follow the timelines stipulated in the official document “The Grade Appeal Process.” Any deviations must be agreed to by both you and your professor.

At any point in the process, if both you and your professor can resolve the issue, the appeal process is concluded.

