

Procedure Title: Grading Policy

Impact: Students

Responsibility: Office of Instruction

Effective Date: 10/26/1994

Revised Date: 9/24/2014

Reviewed Date:

Relates to Policy(s): 5.04

Legal Citation(s):

Procedure Narrative:

A student may petition for review of an assigned grade by referring the concern to the appropriate instructor within 30 days of the start of the next academic term. If there is no resolution, the division chair should be consulted by either the instructor or the student. In unusual cases, if the concern is still unresolved, it should then be referred by the division chair to the appropriate dean. If the concern is still unresolved, the student may submit the Instructional Petition Form along with a Statement of Appeal to the Office of the Vice President for Instruction within seven days of the appeal to the dean. After reviewing the information related to the appeal, the vice president may instruct the registrar's office to modify the grade. The vice president's decision is final.

If a final grade of I (incomplete) is recorded, the instructor shall indicate in writing to the registrar what the student must do to complete the course and what permanent grade will be entered if the incomplete is not removed by the published deadline as specified in the policy