



Name of Policy: Course Grade Appeal
Source: Academic Affairs
Date Revised: June 2018
Form to Complete: Grade Appeal Form, see the Registrar to initiate

Policy:

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor's grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and project grading, but it must be recognized that varied standards and individual approaches to grading are valid. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student to substantiate the claim that their final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course may be appealed. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor of record is to be considered final. In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal.

Students who feel they meet the standards for a grade appeal should follow the steps below:

Procedure:**Pre-appeal:**

- Students must contact the faculty member to discuss the grade prior to filing a formal grade appeal. If a student is unable to contact the faculty member or does not believe that this interaction will be productive, they should contact their Department Chair/Program Head to discuss the situation. The Department Chair/Program Head will help facilitate contact with the faculty member, if necessary, or may determine that it is appropriate for the student to file formal grade appeal.

To initiate a formal grade appeal, students must:

- Obtain a grade appeal form from the Registrar
- Complete grade appeal form, attach relevant documentation, and return to the Registrar within 30 days after the grade was issued

Registrar will:

- Make a copy for the student file
- Date grade appeal form and send to faculty member for review

Faculty member will:

- Review the grade appeal
- Notate grade appeal decision on the grade appeal form
- Return form to the Registrar within five business days of date notated on form

Registrar will:

- Promptly notify students of a faculty member's decision via KCAI email
- Update the grade on the student's transcript, if a new grade is approved

Grade Appeal Review:

Students may appeal the decision of the faculty by forwarding the grade appeal form and all documentation to the Vice President for Academic Affairs (VPAA) within five business days after being notified of the faculty's grade appeal decision. This information will be sent via KCAI email. The VPAA will review the appeal and may consult with the student, faculty member and the department chair and/or program head of the faculty member's department.

The VPAA may affirm, overturn or modify the faculty member's decision. The VPAA will issue a decision within five business days and will notify the student and copy the Registrar via KCAI email.

The decision of the VPAA is final and binding.