

Addendum to the policy *The Talladegan, 2012-2016 Talladega College Catalog*

New Change of Grade and Appeal Policy

Change of Grade and Grade Appeal - *Approved by the Board of Trustees October 30, 2015*

Published in the Talladega College *Faculty Handbook*, pg. 31-33

Change of Grade

An instructor's evaluation of student performance in an academic area is ordinarily final. Any student who objects to a final course evaluation should consult, first, with the instructor of record to determine if an error was made in computing or recording the grade or if other circumstances warrant a change. A grade of "I" should be changed to the permanent grade by completing and submitting a grade change form to the Registrar's Office. Except in unusual circumstances, no grade may be changed after 12 class days when the next term begins except "I" grades.

Appeal of a final grade for a course

If a student believes the final grade for a course is incorrect, the student must first try to resolve the matter with the instructor of the course. A student must contact the instructor as soon as possible and schedule a conference after the disputed grade is issued. This should be done no later than twelve (12) class days after the next term begins. If the concerns remain unresolved after the conference with the instructor, the student must inform the instructor in writing within three business days of the conference that he/she is dissatisfied with the results of the conference. The student may, then, appeal the instructor's decision to the appropriate Department Chair. If the instructor in question is also the Department Chair, the student should direct the appeal to the

Division Dean. If the instructor in question is also the Division Dean, then the student should direct the appeal to the Provost/VP of Academic Affairs. The student's appeal to the Department Chair or Division Dean or Provost/VP of Academic Affairs must be formally submitted in writing, clearly stating and documenting the evidence for unfair, arbitrary or unwarranted treatment and must be submitted within three business days of the student's written notification to the instructor that the issue remains unresolved. The instructor may at this time submit a formal written response to the student's appeal to the Department Chair/Division Dean/Provost/VP Academic Affairs, and the student must also receive a copy of this response. The Department Chair/Division Dean/VP Academic Affairs shall confer jointly with both the student and the instructor within five business days of receiving the written appeal. All relevant written documentation from both the student and the instructor must be submitted to the Department Chair/Division Dean/VP Academic Affairs in advance of this meeting.

If the student's concern is still unresolved after the conference with the Department Chair/Division Dean/VP Academic Affairs, and instructor, or if the instructor, disagrees with the decision of the Department Chair/Division Dean/VP Academic Affairs, the Department Chair/Division Dean shall submit his/her appeal to a Committee on Academic Standards for review within five business days. All relevant written documentation previously submitted to the Department Chair/Division Dean/VP Academic Affairs must be provided to the committee. Within ten business days, the committee must review the case via a face-to-face meeting and issue its final recommendation. The student must receive written notice of the time and date that the committee will meet and must be informed that he/she has the opportunity to appear at this meeting and to speak on his/her own behalf. The instructor must also be informed of this meeting, and may also opt to appear before the review committee. If both the instructor and the student opt to meet with the committee, the

committee must ensure that the instructor and the student appear separately. No "new" evidence/documentation (beyond what was previously submitted to the Department Chair/Division Dean/VP Academic Affairs) is to be submitted to the committee by either the student or the instructor. The committee may either recommend the grade remains unchanged from the instructor's decision or recommend the grade be changed to a value the committee deems appropriate for this case. The student must not be penalized for submitting an appeal and thus the recommended grade should not be lower than the original grade contested.

The committee's recommendation then must be issued to the Provost/VP of Academic Affairs, the Department Chair/Division Dean, the instructor, and the student in writing along with an explanation of the rationale for the recommendation. It is the responsibility of the Provost/VP of Academic Affairs to see that the recommendation is carried out. If a semester/term ends without the process reaching a final resolution, the process should continue at the beginning of the next semester at the point that was reached at the conclusion of the previous semester. In this case, the grade assigned for the course will be recorded as "NG" (no grade) on the student's official transcript, without prejudice, until the case is resolved.

A Committee on Academic Standards will be created to deal with grade appeals and plagiarism.

The committee, selected by faculty, will consist of four faculty (one from each division), two students who have at least reached junior status, and one staff person.