

Chattanooga State Community College
Student Final Course Grade Appeal Request

Student Name: _____

Student ID (A#): _____

Student's email Address: _____

Cell Phone No.: _____

Prior to requesting a hearing by the Student Academic Appeals Committee for a final course grade appeal, the student should read the following statement about final course grades and reasons grade appeals will be considered.

Course grades assigned by faculty members are final unless there is evidence that the grade was influenced by consideration of race, color, religion, sex, marital status, disability, national origin, arbitrary or capricious action, or other reasons not related to the academic performance of the student. In all cases, the student shall assume the burden of proof with respect to the allegations.

Step 1. The student must discuss his/her grade with the course Instructor if the student believes the final course grade is incorrect. The student has forty-five (45) calendar days from the day grades are due in the Records Office of the term in which the grade was earned to consult with the instructor in an effort to review the final grade assigned. If, for any reason, the instructor is unavailable, the student should contact the instructor's supervisor to review the course grade.

If forty-five (45) calendar days have passed from the day grades were due in the Records Office of the term in which the grade was earned prior to the student completing Step 1, the final course grade stands.

If it is not possible to contact the instructor involved in the grade appeal after a good-faith effort has been made, the department chair/program director or division dean, will make sure the grade appeal proceeds in a timely manner as set forth in the appeal process. Efforts to contact the instructor should continue to be made.

Possible outcomes of the Final Course Grade Appeal following Step 1 are:

1. The Final Course Grade remains as assigned by the course instructor.
2. The Final Course Grade is changed by the course instructor to a new grade, which may be higher or lower than the initial grade assigned by the course instructor.
3. The Final Course Grade Appeal Request warrants further review, the matter may be referred to the Department Head/ Program Director.

STEP 1a. To Be Completed by the Student: The student **MUST FIRST** discuss their final course grade with their course instructor (or if the instructor is not available; the course instructor's supervisor) if the student believes his/her final course grade is incorrect.

Course Name/Number/Section/Semester/Part of Term/Year:

Detailed Reasons for Final Course Grade Appeal:

List and submit all supporting documents with this form.

If additional space is needed to list attachments, list items on a separate sheet and attach them with documents.

Specific Action Requested by Student:

Student Signature: _____

Date: _____

(This date must be within 45 calendar days of the date that grades were due into the Records Office for that semester's course.)

STEP 1b. To Be Completed By the Course Instructor: Following their discussion with the student regarding the student's final course grade, the course instructor will indicate the academic disposition of this discussion.

Recommendation of Academic Disposition:

____ Grade remains as assigned by the course instructor.

____ Grade changed to: _____

Course Instructor's Signature: _____

Date: _____

(This date must be within 10 calendar days of the Student's Signature/Date from Step 1a.)

Step 2. Should further review be requested, the student has ten (10) calendar days from the date provided by the instructor (or supervisor) at Step 1b to present this form with the appropriate signatures and supporting documentation to the instructor's Department Head/Program Director. The Department Head/Program Director shall discuss the appeal with the instructor and the student.

Possible outcomes of the Final Course Grade Appeal following Step 2 are:

1. The Final Course Grade remains as assigned by the course instructor.
2. The Final Course Grade is changed by the course instructor to a new grade, which may be higher or lower than the initial grade assigned by the course instructor.
3. If the Final Course Grade Appeal Request warrants further review, the matter may be referred to the Division Dean.

Step 2a. To **Be Completed by the Student:** The Student requests that the Final Course Grade Appeal Request be further reviewed by the Department Head / Program Director because:

Student Signature: _____

Date of Request: _____

(Date must be within 10 calendar days of the Course Instructor's Signature/Date from Step 1b.)

STEP 2b. To Be Completed By the Department Head/Program Director:

Date received: _____

(Date must be within 10 calendar days of the Course Instructor's Signature/Date from Step 1b)

Recommendation of Academic Disposition:

____ Grade remains as assigned by the course instructor

____ Grade changed to: _____

Department Head/Program Director's Signature: _____

Date: _____

(Date must be within 5 calendar days of the Date received from Step 2b).

Step 3. Should further review be requested, the student has five (5) calendar days from the date provided by the instructor's Department Head/Program Director at Step 2b to present this form with the appropriate signatures and supporting documentation to the appropriate Division Dean. The Division Dean shall discuss the appeal with the instructor, Department Head, and the student within fifteen (15) calendar days of the receipt of the Student Final Course Grade Appeal Request and supporting documentation. The Division Dean, in collaboration with the Department Head/Program Director, shall prepare a written decision regarding this grade appeal. A copy of the Division Dean's written decision shall be provided to the student, course instructor and/or supervisor, Department Head/Program Director, Records Office (if the grade is changed), and the Vice President for Academic Affairs.

Possible outcomes of the Final Course Grade Appeal after Step 3 are:

1. The Final Course Grade remains as assigned by the course instructor.
2. Final Course Grade is administratively changed to a new grade, which may be higher or lower than the initial grade assigned by the course instructor.
3. If the Student or the Division Dean determines that the Final Course Grade Appeal Request warrants further review, he/she shall refer the matter to the Student Academic Appeals Committee chairperson.

Step 3a. To Be Completed by the Student: The Student requests the Final Course Grade Appeal Request be further reviewed by the Division Dean because:

Date of Request: _____

(Date must be within 5 calendar days of the Department Head/Program Director's Signature/Date from Step 2b.)

STEP 3b. To Be Completed by the Division Dean

Date received: _____

(Date must be within 5 calendar days of the Department Head/Program Director's Signature/Date from Step 2b.)

Recommendation of Academic Disposition:

____ Grade remains as assigned by the course instructor.

____ Grade changed to: _____

Division Dean's Signature: _____

Date: _____

(Date must be within 15 calendar days of the Student's Signature/Date from Step 3a.)

Step 4. Should a further review be requested, the Student has ten (10) calendar days to send a copy of his/her written request, the Student Final Grade Appeal Request form, the evidence, and any other supporting data, correspondence, and/or records to the Student Academic Appeals Committee (SAAC) Chairperson. The Student's written request for a hearing shall state the facts of the appeal.

The Student Academic Appeals Committee will prescreen each Final Grade Appeal Request to determine if there is sufficient cause and/or new evidence presented for the Final Grade Appeal Request to warrant further review. Should sufficient cause and/or new evidence warrant a hearing, the Student Academic Appeals Committee (SAAC) Chairperson shall notify the student, the instructor (and/or supervisor), the Department Head/Program Director, the Division Dean, and the Vice President for Academic Affairs of the time and location of the hearing.

This hearing shall be held within 15 days of the receipt of the Student Final Course Grade Appeal Request and supporting documentation. The Student Academic Appeals Committee shall function as a review board. After a thorough review of the case, the committee shall prepare and submit a written recommendation regarding the Final Course Grade Appeal Request to the Vice President for Academic Affairs. The committee shall also provide all materials received for the case including but not limited to the Student Final Grade Appeal Request, all evidence and other supporting data, correspondence, and/or records from all parties to the Vice President for Academic Affairs.

Possible recommendation outcomes of the Final Course Grade Appeal are:

- 1) The Final Course Grade remains as assigned by the course instructor.
- 2) The Final Course Grade is administratively changed to a new grade that may be higher or lower than the initial grade assigned by the course instructor.

Step 4a. **To be completed by the Student:** The Student requests the Final Course Grade Appeal Request be further reviewed by the Student Academic Appeals Committee because:

Date of Request: _____

(Date must be within 10 calendar days of the Division Dean's Signature/Date from Step 3b.)

Step 4.b. To be completed by the Student Academic Appeals Committee (SAAC) Chairperson

Date received: _____

(Date must be within 10 calendar days of the Division Dean's Signature/Date from Step 3b.)

____ Recommend that the Grade Appeal Request warrants further review.

If further review is warranted, Date of scheduled Hearing: _____

(Date must be within 15 calendar days of the receipt of the Student Final Course Grade Appeal Request and supporting documentation from Step 4b.)

If further review is not warranted or after the Hearing, SAAC's Recommendation of Academic Disposition:

___ Grade remains as assigned by the course instructor.

___ Grade changed to: _____ New Grade

SAAC Chairperson's Signature: _____ Date: _____

(Date must be within 5 calendar days of receipt of recommendation and materials from the SAAC Chairperson from Step 4.b.)

Step 5. Upon receipt of the recommendation and materials from the Student Academic Appeals Committee, the Vice President for Academic Affairs shall review all documents received from the Student Academic Appeals Committee and shall prepare his/her written final decision regarding the grade appeal within ten (10) calendar days. If the Vice President of Academic Affairs is the instructor, his or her designee will review the appeal. Once this Final Course Grade Appeal Process has been completed, copies will be provided to: student, course instructor and/or supervisor, Department Head/Program Director, Division Dean, Records Office (if the grade is changed), and the Student Academic Appeals Committee Chairperson.

Possible outcomes of the Final Course Grade Appeal are:

- 1) The Final Course Grade remains as assigned by the course instructor.
- 2) The Final Course Grade is administratively changed to a new grade that may be higher or lower than the initial grade assigned by the course instructor.

STEP 5. Final Decision by the Academic Affairs Office Date

Received: _____

(Date must be within 10 calendar days of the SAAC Chairperson's Signature/Date from Step 4b.)

Recommendation of Academic Disposition:

___ Grade remains as assigned by the course instructor.

___ Grade changed to: _____ New Grade

V.P. of Academic Affairs' Signature: _____

Date: _____

(Date must be within 10 calendar days of receipt of recommendation and materials from the SAAC Chairperson from Step 5.)