

Grade Appeal Policy (CCNM – Boucher Campus)

Grade Appeal Policy

1. Students may appeal course marks or final grades if they believe the grade for one or more individual assessments has been improperly determined; the stated evaluation criteria for the course have been improperly applied; the evaluation criteria were not specified; penalties were applied that were not outlined in the syllabus; or the grade was miscalculated.
2. The grade may be raised, lowered, or remain the same as a result of an appeal.
3. Students retain the right to continue with subsequent classes while the appeal is in process, however students will be required to drop or withdraw from any course where the course under appeal is a prerequisite, and the appeal is unsuccessful.
4. All information disclosed during a final grade appeal is confidential and all parties to an appeal must respect this confidentiality.
5. Set timelines may be extended if agreed upon by all parties, but all efforts to complete an appeal within those timelines should be respected.
6. A grade appeal must follow the Grade Appeals Procedure below. The student may consult with the Registrar should they require clarity on the Policy or Procedure.

Grade Appeal Procedure

1. A student wanting to appeal a grade must submit a written appeal to the course instructor within **five business days** of receiving a grade for an assignment, exam or course/rotation.
2. The student appeal will include:
 - a. student name,
 - b. the course/rotation and term it was offered,
 - c. provide an appropriate rationale for the appeal (e.g., incorrect grading, incorrect addition, inappropriate application of evaluation Policies/ procedures)
3. The instructor will acknowledge receipt of the grade appeal within 3 business days. They will review and/or remark the exam within 5 business days of acknowledged receipt.
4. Any student who is unable to contact the course/rotation instructor, receives no formal reply from the course/rotation instructor after a period of 3 business days, or receives no appeal determination after a period of 7 business days from submission of the appeal should notify the Associate Dean of Academics (Dr. Rochelle Heisel, PhD, rheisel@ccnm.edu) or Clinical Education (Dr. Hanieh Vedadi, ND, hvedadi@ccnm.edu).
5. Any student who wishes to further appeal an academic issue (e.g., they believe a final course grade has been arrived at incorrectly) must first consult with the Associate Dean, Academics
6. In the event that the matter is not resolved to the student's satisfaction, the student may pursue a formal appeal as per the Appeals Policy.

A student who wishes to appeal a grade after receiving a response from the instructor, may submit

an appeal in writing to the Associate Dean of Academics or Clinical Studies within 15 business days of the release of the grade. The appeal should:

- list the course/rotation and term it was offered.
- summarize the events resulting in the appeal to the Associate Dean, including:
 - a. relevant timelines.
 - b. the rationale for the appeal as originally submitted to the instructor a rationale for why the instructor's decision should be overturned.
- signed and dated by the student.

Within **ten business** days of receiving the appeal letter the appropriate Associate Dean will review and complete the appeal. The Associate Dean may draw on the expertise of a suitably trained consultant, such as the department chair, to re-evaluate the work in question or may take other action as deemed appropriate.

It is the student's responsibility to provide all the relevant work that has been returned and it is the instructor's responsibility to provide all relevant work, which has been retained. The Associate Dean will convey the results of the review in writing to the student, the instructor and the Registrar in a dated letter.

In the event that the student is not satisfied with the result from the Associate Dean, the student may submit a final appeal to the Registrar (Meghan Henesey, mhenesey@ccnm.edu) within **five business** days of the previous decision. Students are expected to present written documentation surrounding the circumstances of the appeal. The appeal documentation should be signed and dated by the student and will set forth:

- the course/rotation and term it was offered;
- summary of the events resulting in the appeal to the Registrar, including relevant timelines;
- a rationale for the appeal as originally submitted to the instructor (e.g., incorrect grading, incorrect addition, inappropriate application of evaluation policies/ procedures);
- a rationale for why the instructor's and Associate Dean's decisions should be overturned.

Refer to the **APPEALS** section for the Procedure for hearings on appeals.

Should a student be appealing a grade that has placed them on Suspension, Required to Withdraw, or Dismissal as per the Academic Standing Procedure, they will be permitted to continue taking classes until the appeal is heard and their Standing will be on hold. Should the appeal be unsuccessful, the relevant Academic Standing will be applied immediately.