

## **Final Grade Appeal Procedure**

Pacific Union College

Appeals to final grades should be begun within three weeks of posting. A student can expect thoughtful and clearly defined grading policies, but must also recognize that standards vary.

1. A student begins the appeal process by describing the concerns and the requested action in writing to the instructor. The instructor may choose to meet with the student to review the grade or may choose to respond in writing.
2. If the student believes the instructor has been unfair or arbitrary in the evaluation, then the student asks the instructor for a statement in writing.
3. The student provides the department chair with a written statement of concern and requested action, the written response from the instructor, and any appropriate supporting documents.
4. The department chair reviews the documentation and seeks any necessary clarification from the student and instructor.
5. As appropriate, the department chair reviews the academic material with other members of the department faculty; these practitioners of the discipline in question provide comments according to their professional knowledge and judgment.
6. The department makes a ruling and the department chair submits the decision to the student in writing. Matters of academic worth can only be settled by practitioners of the discipline in question; therefore, they must be decided within the department. The departmental evaluation of the inherent value of the academic work is final.
7. If the student is dissatisfied with the departmental ruling and believes there is an issue of procedure or process, he/she may submit an appeal to the Academic Dean. Procedure and process issues include a) failure to follow stated syllabus policies or b) arbitrariness in the form of a substantial departure from accepted academic norms.
8. The student appeals to the Academic Dean by providing a packet with the following:
  - The student's description of the procedure/process concern and requested action.
  - The student's written appeal to the instructor.
  - The instructor's written response to the student.
  - The student's written appeal to the department.
  - The department's written response to the student.
  - Any other appropriate supporting documents.The appeal will not be considered until the student has submitted all documentation.
9. The Academic Dean notifies the instructor and the department chair of the appeal and provides an opportunity for them to provide additional information or written response.
10. Once all documentation has been received, the Academic Dean refers the appeal to the Academic Standards and General Education Committee (ASGE).
11. The committee reviews the submitted documentation (with the student name redacted) and discusses the appeal. Neither the student nor the instructor appear in person.
12. The committee makes a ruling and the Academic Dean submits the decision to the student in writing. The decision from the Academic Standards and General Education Committee is final.

**NOTE: If prejudice based on race, ethnicity, gender, age, or disability is alleged, the claim must go to the Director of Human Resources.**