

## Final Grade Appeal Process

All students at the College of Southern Idaho have the right to appeal a final course grade they feel is in error. In the event a student would like to appeal, they may seek advice and support as appropriate through the Office of Student Affairs or proceed on their own. Eligibility to participate in the appeal process is dependent on the following sequence:

### **Step One: Meeting with instructor.**

The student must contact the instructor within 20 working days following the official end of course date. This contact should explain the situation and concerns, grounds for the appeal, and request a desired resolution. If a satisfactory resolution is met, the instructor will change the grade by submitting a Grade Change form to the Registrar. If a satisfactory resolution between the student and the instructor is *not met* the instructor should sign the Grade Appeal Form under step one, adding any pertinent comments. The student may then proceed to Step Two. If the instructor does not respond to the contact within 5 working days, the student may proceed to Step Two.

### **Step Two: Meeting with Department Chair**

Within 10 working days of receiving signature of non-resolution on the Grade Appeal form from the instructor (or following the no response wait period), the student may choose to meet with the Department Chair. In the meeting, the student should explain the situation and concerns, grounds for the appeal, and request a desired resolution. The Department Chair will complete the Department Chair section, explaining their position. The form must be signed and dated and returned to the student within 2 working days of the meeting. The Department Chair may choose to consult with the instructor during this period. A copy of the signed Grade Appeal form will be sent to the instructor. If a satisfactory resolution is *not met*, the student may proceed to Step Three. If the Department Chair is unavailable or there is difficulty in reaching them, the student should consult with the Instructional Dean.

### **Step Three: Meeting with Instructional Dean**

Within 10 working days of receiving signature of non-resolution from the Department Chair, the student must submit written paperwork to, and meet with, the Instructional Dean. The submitted paperwork must include the following:

1. Completed Grade Appeal Form (with instructor and Department Chair signatures)
2. 1 page (max) typed letter of explanation (written by the student) including:
  - a. Statement of concerns regarding the original grade (grounds)
  - b. Arguments supporting his/her position
  - c. A Statement of requested resolution
3. Supporting documentation and evidence

The Instructional Dean will complete the Instructional Dean section explaining their position on the grievance along with any and all pertinent facts. The form must be signed and dated and returned to the student within 2 working days of the meeting. The Dean may or may not elect to consult with the instructor and/or Department Chair during this period. A copy will be sent to the instructor and the Department Chair. If a satisfactory resolution *has not been met*, the student may proceed to Step Four.

### **Step Four: Appeal Committee Hearing**

The student must notify the Registrar (within 5 working days of meeting with the Instructional Dean) of their desire to convene a Grade Appeal Committee hearing by submitting:

1. A complete Grade Appeal Form
2. A list of available dates and times for the hearing

3. The name of a committee member of the student's choosing. (This person must be a member of the student body, faculty, or staff of CSI [see below]).
4. The names of up to two witnesses the student plans to present

Upon receipt of *all* required forms and documentation, the Registrar will facilitate a meeting within 10 working days of notification. All concerned parties must be notified of the date, time, and location at least 5 days prior to the hearing.

The Grade Appeal Committee will consist of the Registrar (serving as chair) and 6 voting members. If any member of the committee is unable to attend a hearing, the chair has the authority to appoint an appropriate replacement. The chair has the authority to replace any member of the committee who is determined to have conflict of interest or prejudice in the matter. The Chair votes only in the event of a tie.

The voting members will include the following:

1. Two current students (preferably one academic student and one technical student) selected by the ASCSI Student Senate/President. If the ASCSI President is not available, the Vice President or other designee will select the students.
2. Two faculty members selected by the Faculty Senate Executive Committee. Two academic faculty members will hear academic students' appeals and two technical faculty members will hear technical students' appeals.
3. Both the student and instructor will select a committee member from the student body, the faculty, or the staff of CSI. Both parties are responsible for informing the Registrar of their choice.

Both the student and the instructor will meet (in-person or via video conference) with the Grade Appeal Committee to explain their position. Both parties may bring up to 2 witnesses (but no legal counsel). At the conclusion of the hearing, the Registrar will fill out the Appeal Committee Decision form explaining the recommendation on the grievance along with pertinent facts. The form must be signed by all members of the committee within 2 working days of the meeting.

#### **Step Five: Executive Vice President/Chief Academic Officer (CAO)**

The completed and signed Grade Appeal Committee form must be submitted to the Chief Academic Officer within 3 working days of the committee meeting. The CAO will approve or reject the committee's recommendation within 5 working days by completing, signing, and dating the Appeal Decision form. If the CAO does not agree with the recommendation(s), reasons must be stated on the Appeal Decision form. This document will be made available to the student, instructor, Department Chair, and the Instructional Dean. The final decision resides with the CAO, who will communicate the decision to the Registrar.

**At any point in the process where a resolution is made that would necessitate a change in grade, the responsible person at that step of the process (instructor, chair, dean, or CAO) would submit a grade change form to the Registrar for processing with notification to other participants.**

### **Grade Appeal Committee Conduct:**

1. The Chair will run an orderly and peaceful meeting. Any disorderly or abusive behavior by any participant will result in that person being dismissed from the proceedings by the Chair, and the Appeal Committee meeting will continue to resolution without the dismissed participant.
2. A written statement containing the names of the proposed witnesses and a synopsis of each witness's testimony must be submitted to the chair by both the student and the instructor at least 2 days before the hearing. The chair reserves the right to limit testimony only to matters relevant to the matter.
3. The student and instructor must be present during the information gathering portion of the hearing. Each witness will only be present during their time of testimony. The committee reserves the right to allow the presence of a recording secretary. All statements during the information exchange will be recorded. The recording will be preserved at CSI by the Chair for a minimum of 1 year and will remain confidential.
4. All committee members may question any of the participants.
5. The student will personally present his/her account of the student's performance, its relationship to the grade, and furnish other supporting information or documents. The burden of proof lies with the student.
6. The instructor may question the student and student's witnesses.
7. The instructor will personally present his/her account of the student's performance and its relationship to the final grade, and furnish other supporting information or documents.
8. The student filing the appeal may question the instructor.
9. After all information is exchanged, all persons, other than the committee members and the recording secretary (if present), will leave the room, but remain available for further information if needed.
10. The committee will meet in closed session to decide its recommendation to the Chief Academic Officer.
11. The committee will complete and submit the Grade Appeal form to the Chief Academic Officer within 3 working days.

## Grade Appeal Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ CSI ID#: \_\_\_\_\_ Phone #: \_\_\_\_\_

Year: \_\_\_\_\_ Term: \_\_\_\_\_ Course(s): \_\_\_\_\_

**Step One: Meeting with Instructor:**

Desired resolution met: \_\_\_\_\_

Desired resolution not met: \_\_\_\_\_

Explanation of Decision:

Instructor Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Step Two: Meeting with Department Chair:**

Desired resolution met: \_\_\_\_\_

Desired resolution not met: \_\_\_\_\_

Explanation of Decision:

Department Chair Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Step Three: Meeting with Instructional Dean:**

Desired resolution met: \_\_\_\_\_

Desired resolution not met: \_\_\_\_\_

Explanation of Decision:

Instructional Dean Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Step Four: Grade Appeal Committee Hearing:**

I have met with my instructor, the Department Chairperson, and the Instructional Dean to discuss a grade I believe to have received in error. I would like to request an Appeals Committee hearing to further discuss my grievance.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Selected Committee Member \_\_\_\_\_

**Committee Hearing Outcome:**

Recommendation:

Explanation of Recommendation:

Registrar Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Step Five: Executive Vice President/Chief Academic Officer (CAO)**

Recommendation Approved: \_\_\_\_\_ Recommendation Not Approved: \_\_\_\_\_

Explanation:

Ex. Vice President/(CAO) Signature \_\_\_\_\_ Date: \_\_\_\_\_