

PROCEDURE

Number: 53-21.1
Title: Grade Appeal
Responsibility: Student Services
Original Approval Date:
Last Cabinet Review: 6/3/2025
Last Revision: 6/3/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-27 Academic Standards

Other:

Procedure Description

PURPOSE

To provide a uniform method for a student to appeal a grade received in a course.

PROCEDURE

GRADES

The assignment of grades is the responsibility of the instructor of record. Exceptions to this policy can be made only by the Vice President for Academic Affairs or his/her designee.

GRADE APPEAL

If a student feels that he/she has grounds for challenging a grade, the appeal must take place within the semester following the term in which the grade was received. Example: A Spring semester grade may be appealed during Summer or Fall term; Fall grades may be appealed during Spring term; Summer grades may be appealed during Fall term. The appeal must begin with the instructor who issued the grade in question.

Grades may be changed by an instructor only within one term following the initial assignment of

the grade; a Spring semester grade may be appealed during the following Fall semester. A student who wishes to appeal a grade received in a course must follow these steps:

1. The initial appeal of a grade is with the instructor who assigned the grade.
2. The second level of appeal is to the department chair that oversees the course in which the grade was received.
3. The next level of appeal is to the Vice President of Academic Affairs.
4. The final appeal is to the President of the college.