

DAVIDSON-DAVIE COMMUNITY COLLEGE

Students

GRADE APPEAL

POLICY 5.2.5

This Policy shall apply to grade appeals unrelated to issues pertaining to the Code of Student conduct. The grade appeal process applies only to final course grades.

- A.** If a student asserts a final course grade is inaccurate, the student must first submit to the instructor who assigned the grade a written explanation of the rationale for challenging the course grade within five (5) business days after official receipt of that grade. The instructor will provide a written determination to the student within five (5) business days from receipt of the student appeal. If the instructor is no longer employed at the College, the student may proceed to step two.
- B.** If the student is dissatisfied with the instructor's determination, within five (5) business days thereafter, the student may submit a written appeal to the instructor's immediate supervisor outlining the rationale for challenging the instructor's determination. The instructor's supervisor, in consultation with the academic administrator for the area, will render a written decision to the student in five (5) business days.
- C.** If the student is dissatisfied with the supervisor's determination, within five (5) business days thereafter, the student may provide a written appeal to the appropriate Associate Vice President addressing the rationale for challenging the determination provided by the instructor's supervisor. The Associate Vice President, in consultation with the Executive Vice President, shall render a written decision to the student within five (5) business days. The decision of the Associate Vice President is final.
- D.** In circumstances where the student is appealing a grade for a course that is a prerequisite for a course in which the student is enrolled in the subsequent academic term, the student may waive the above process and request an expedited review of appeal. In such a case, the student may submit within five (5) business days following official receipt of the grade, a written appeal directly to the appropriate Associate Vice President explaining the rationale for challenging the course grade. The Associate Vice President, in consultation with the Executive Vice President, will confer with the instructor and the instructor's immediate supervisor, and will provide a written determination to the student prior to the first day of the subsequent academic term. The decision of the Associate Vice President is final.

Adopted: April, 2020

Updated: November, 2023