

# AP 263.00 Student Appeal of Course Grade

**Associated Board Policy: 263:** Student Appeal of Course Grade

**Procedure Owner:** Vice President of Academic Affairs

**Related Procedures:** Instructor Grade Change Petition (as denoted in this procedure)

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## I. Procedure Scope and Purpose

This procedure applies to all students who wish to appeal a final grade at Cowley College. The evaluation of student performance reflected in the final course grade becomes a part of the permanent student record of the College and is recorded on the College Transcript for the student. This grade is based upon several factors relating to the achievement of course objectives, as assessed by the instructor according to the policies of the College, and shall be considered final, unless an appropriate appeal is filed by a student.

The purpose of this procedure is to ensure a clear and fair process for appealing final course grades. If a student is dissatisfied with a course grade issued by the instructor, and the student has reason to believe the grade issued is incorrect, the following appeal provisions, and no other, may be followed by the student

## II. Definitions .

- Final grade – transcribed course grade

## III. Procedure

- A. The aggrieved student shall, within 90 days following issuance of the grade, confer with the instructor who issued the grade and outline the reason why it is felt that the grade has been incorrectly issued.
  1. The instructor shall advise the student what change, if any, is to be made as a result of the conference, and should the instructor feel the grade was correctly issued, shall also communicate the decision to the student.
  2. If the instructor believes that the grade was incorrectly assigned, he/she must complete the “Instructor Grade Change Petition” and forward to the Vice President of Academic Affairs.
- B. If the student’s dissatisfaction persists, he or she may request a grade appeal hearing within 90 days following the original issuance of grade by completing the “Student Grade Appeal Form” found online or in the Academic Affairs Office.
- C. Upon Receipt of the fully completed form, the Vice President of Academic Affairs will review and decide whether a hearing should be conducted.
- D. If a hearing is to be conducted, it will be held within the semester that it is filed. The committee will consist of:
  1. Vice President of Academic Affairs or designee.
  2. Department Chairperson (If appealed grade was placed by the Chairperson, the Vice President of Academic Affairs will select another Department Chairperson for this role.)
  3. Two Faculty members selected by the Chairperson.
  4. Registrar
  5. Others deemed appropriate by the Vice President of Academic Affairs.
- E. The instructor who issued the grade and the student will be brought in separately to discuss the grade issue. Each should bring supporting documentation. Others, deemed appropriate by the Vice President of Academic Affairs, may be asked to speak with the committee. If the instructor or student is not able to



**COWLEY COLLEGE  
STUDENT GRADE APPEAL FORM**

**General Information:** Grade change appeal request must be submitted to the Vice President of Academic Affairs within 90 days of the issuance of grade. Requests must be submitted in writing using this fully completed form and only then will be considered. **Students must contact the instructor prior to completing this form.**

\_\_\_\_\_ Student ID# \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

Course: \_\_\_\_\_

\_\_\_\_\_ Dept. \_\_\_\_\_ Course # \_\_\_\_\_ Section # \_\_\_\_\_ Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

Please check the semester and year the course was taken:

Fall  Spring  Summer

Grade received \_\_\_\_\_ Grade you think you should have received \_\_\_\_\_

Did you contact the instructor?  Yes  No What was the instructor's response? \_\_\_\_\_

Reason for requesting a grade change (attach additional sheets if necessary): \_\_\_\_\_

Reviewed	Approved
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ *Chair Signature <span style="float: right;">Date</span>	<input type="checkbox"/> Changed on permanent record _____ <input type="checkbox"/> Grade report sent to student _____
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ VP of Academic Affairs <span style="float: right;">Date</span>	<p style="text-align: center;"><b>Disapproved</b></p> <input type="checkbox"/> Letter sent to student _____
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ Registrar Signature <span style="float: right;">Date</span>	

**Outline Recommended Action:**

\*If a recording error, Instructor must submit a complete copy of the grade book and show the recording error.

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