

GRADE APPEAL FORM PROCEDURES

Grade Appeals

Grades are earned by students, as determined and recorded by faculty, based on achievement, objectives and goals of course requirements as stated in the appropriate course syllabus and/or college catalog. The nature of determining a grade involves the professional judgement of a faculty member who is a responsible and competent member of the academic community associated with Southwest Tennessee Community College. No grade will be changed without clear and compelling reasons as brought forth and stated in a detailed manner by the student. Grades are not negotiable, debatable or otherwise bargained in any fashion. Errors in fact, judgement or related extenuating circumstances may be sufficient cause to request an appeal. The initial written appeal must be made by the student in accordance with these procedures and guidelines within six months after the conclusion of the semester or term in which the grade was earned. (See college catalog/student handbook – Appeal of a Grade).

Procedures

When a student feels that specific circumstances warrant an appeal of a grade received for other than academic misconduct, the student should take the following steps in order to assure full consideration:

1. First contact the Instructor to express your concern and to be certain that no miscalculation or error has occurred in determining the grade. The Instructor's signature is required to indicate that this step was taken. The Instructor may resolve the appeal at this step.
2. If the student still believes that further appeal is warranted, specific reasons must be forwarded to the Instructor's immediate supervisor. This person may be a Chair or Division Dean depending on the academic unit involved (inquire if you are not certain). The Division administrator may resolve the appeal at this step.
3. If the response from step two is not satisfactory, the student may forward the record of written appeal to the Division Dean unless the Dean already responded in step two.
4. Should further resolution be requested beyond the Dean's involvement and response, the student must notify the Division Dean who will forward the request to the Grade Appeals Committee of the Faculty Senate via the Faculty Senate President. The recommendations by the Faculty Senate Grade Appeals Committee are given to the Provost of Academic Affairs. After careful consideration of the student's request, the faculty member's response and the recommendations of the Division Dean and the Grade Appeal Committee, the Provost will make the final determination and notify the student, instructor and appropriate administrators of this response in writing.