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CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

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REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND VICE CHANCELLOR

ISSUER’S SIGNATURE: ON FILE

SUBJECT: Student Appeal of Instructional Grading Procedure

POLICY:

This process will normally be accomplished within one term of the original grade’s assignment.

1. A student who wishes to appeal a final grade must first meet with the faculty member to review the criteria applied in assigning that grade. The student should initiate this discussion within thirty (30) calendar days of a student’s receipt of the final grade by submitting a Grade Appeal Form to the faculty member with copies to the department Chair and Academic Dean.

2. The faculty member shall respond to the appeal by meeting with the student and rendering a written decision within seven (7) calendar days after receipt of the appeal.

3. If after this initial review the student is not satisfied, he or she may next appeal in writing to the department Chair within fourteen (14) calendar days of the conclusion of discussions with the instructor. If the instructor is the department chair, the appeal must be submitted to the Dean of Instruction or equivalent College Officer. The Chair or Dean shall investigate the matter and communicate the outcome of the investigation to the student in writing. Said investigation shall include a meeting with the faculty member to review the criteria applied to the student’s performance in assigning the final grade and a meeting with the student to hear the basis of the grievance. When the faculty member and the Chair or Dean has reached a decision, the Chair or Dean will communicate that decision in writing to the student. The Chair or Dean shall complete the investigation and issue a decision within fourteen (14) days after receipt of the appeal.

4. If the student does not agree with the department chair’s decision, the student may appeal in writing to the Academic Dean within seven (7) calendar days of receipt of the department chair’s decision. The Academic Dean shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal.
5. If the student does not agree with the Academic Dean’s decision, the student may appeal in writing to the Academic Vice President within seven (7) calendar days of receipt of the Dean’s decision. The Academic Vice President shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal.

6. If the student does not agree with the Academic Vice President’s decision, the student may appeal in writing to the College President within seven (7) calendar days of receipt of the Academic Vice President’s decision. The decision of the College President is final.

7. If at any step in the appeal the student does not receive a decision on the appeal by the deadlines stated above the student may proceed to the next level of appeal. The sole exception being a showing of good cause to be determined by the administrator assigned to the next level of appeal. Grades not appealed by midterm of the next semester result in grade becoming permanent on the student’s record.

A grade may be changed by someone other than the instructor of the course or the department Chair, only in the event there is objective evidence to do so. In that event, another instructor in the discipline shall be appointed by the College President to conduct an evaluation of the student’s performance and award the final grade.

**Center for Distance Learning (CDL) Appeal Procedure for Instructional Grading**

This process will normally be accomplished within one term of the original grade’s assignment.

1. A student who wishes to appeal a final grade must first meet with the faculty member to review the criteria applied in assigning that grade. The student should initiate this discussion within thirty (30) calendar days of a student’s receipt of the final grade by submitting a Grade Appeal Form to the faculty member with copies to the CDL Associate Dean of Instruction.

2. The faculty member shall respond to the appeal by meeting with the student and rendering a written decision within seven (7) calendar days after receipt of the appeal.

3. If after this initial review the student is not satisfied, he or she may next appeal in writing to the department Chair within fourteen (14) calendar days of the conclusion of discussions with the instructor. If the instructor is the department chair, the appeal must be submitted to the Dean of Instruction or equivalent College Officer. The CDL Associate Dean of Instruction shall investigate the matter and communicate the outcome of the investigation to the student in writing. Said investigation shall include a discussion with the faculty member to review the criteria applied to the student’s performance in assigning the final grade and a discussion with the student to hear the basis of the grievance. When the faculty member and the CDL Associate Dean of Instruction have reached a decision, the CDL Associate Dean of Instruction will communicate that decision in writing to the student. The CDL Associate Dean of Instruction shall complete the investigation and issue a decision within fourteen (14) days after receipt of the appeal.

4. If the student does not agree with the CDL Associate Dean of Instruction’s decision, the student may appeal in writing to the Academic Dean within seven (7) calendar days of receipt of the department chair’s decision. The CDL Dean shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal.
5. If the student does not agree with the CDL Dean’s decision, the student may appeal in writing to the CDL Vice President within seven (7) calendar days of receipt of the Dean’s decision. The CDL Vice President shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal.

6. If the student does not agree with the CDL Vice President’s decision, the student may appeal in writing to the College President within seven (7) calendar days of receipt of the CDL Vice President’s decision. The decision of the College President is final.

7. If at any step in the appeal the student does not receive a decision on the appeal by the deadlines stated above the student may proceed to the next level of appeal. The sole exception being a showing of good cause to be determined by the administrator assigned to the next level of appeal.

A grade may be changed by someone other than the instructor of the course only in the event there is objective evidence to do so. In that event, another instructor in the discipline shall be appointed by the College President to conduct an evaluation of the student’s performance and award the final grade.