

# Procedure Manual



<b>Title:</b> Grades and Grade Appeal Process	<b>Number:</b> A6Hx2-4.19
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The Grade Appeal Procedures apply to appeals of the final course grade and appeals related to academic dishonesty. For appeals to the final course grade, the purpose of this procedure is to determine if the grade awarded to the student is consistent with the course syllabus as transmitted to the student in accordance with institutional policies (e.g. 6Hx2-4.18 and 6Hx2-4.19) and state rules/statutes. The Grade Appeal for Academic Dishonesty Process applies to assignment grades, as well as, final course grades. The students, faculty, administration and staff at Broward College value academic honesty as the foundation of the teaching and learning process and are committed to cultivating an environment whereby personal and professional responsibility and accountability are central to all operations. For concerns not directly related to the final course grade calculation as defined in the faculty member's syllabus, the student should review and follow the Broward College Student Complaint Process in the College's Policy and Procedure Manual.

## GRADE APPEAL FOR FINAL COURSE GRADES

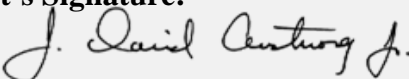
### Step 1: Attempt to Resolve with the Faculty Member

If a student wishes to appeal a final course grade because the grade given was not in accordance with the grading policy in the course syllabus, the student must meet or communicate no later than the second week of the next major term with the faculty member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process. If the student is uncomfortable with approaching the faculty member, the Associate Dean may arrange the meeting between the student and the faculty member. Either the faculty member or the student may request the Associate Dean or other college official to be present. If the resolution results in a grade change, the faculty member shall initiate said change no later than five duty days after the meeting. Should the faculty member no longer be employed by the College and/or be unreachable by any means when the student files a grade appeal, the student may initiate this process with the Associate Dean. If the student cannot resolve the grade issue after consulting with the faculty member and/or Associate Dean, the student may begin the formal Grade Appeal Process as outlined below no later than the third week of the next major term.

At any step, if the student and the faculty member can resolve the issue, the Appeal Process is concluded. Deviations from the time frames stipulated in the formal Grade Appeal Process must be agreed to by both the student and the faculty member. Adjunct faculty may request the assistance of a full-time faculty mentor during the appeal process.

### Step 2: Submission of Documents

The student will obtain a *Grade Appeal Request Package* from the Associate Dean. In the completion of this package, the student must include all issues and arguments related only to the final course grade and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal as soon after receiving his/her final grades as possible but no later than within three weeks after the start of the next term. The process begins with the student submitting the *Grade Appeal Request Package* to the faculty member via the Associate Dean. In the absence of extraordinary circumstances, failure to complete the Grade Appeal Request Package in the designated time period will end

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the student's right to appeal. Once a formal grade appeal is given to the Associate Dean, students taking sequential courses will be allowed to enroll for subsequent classes, but students must be advised by the Associate Dean that should they lose their appeal, they will be removed from the classes. All appropriate funds will be refunded to them.

### Step 3: Mediation by Associate Dean

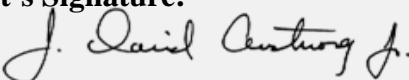
The Associate Dean will have five duty days to set a date acceptable to all parties for a mediation session. This mediation session shall be within ten duty days of the receipt of the Grade Appeal Request Package from the student as a result of Step 2. If the instructor is also an Associate Dean, the Campus Dean of Academic Affairs will designate another Associate Dean to conduct the mediation. Following the mediation session, the Associate Dean will reply in writing to the student as to whether the request is either 'granted' or 'denied.' If the faculty member has declined to change the recorded grade, the Associate Dean will convey the faculty member's rationale to the student in the formal reply. The student will be afforded ten duty days to notify the Associate Dean that he/she wishes to pursue the appeal with the Campus Grade Appeals Committee.

### Step 4: A Hearing Before the Campus Grade Appeals Committee

The Associate Dean will forward the Grade Appeal Request Package to his/her respective Campus Academic Dean/Instructional Dean. If the appeal relates specifically to the final course grade not being awarded in accordance with the course grade policy in the syllabus, the Campus Academic Dean/Instructional Dean will submit the Grade Appeal Request Package to the Campus Grade Appeals Committee. The membership of the Campus Grade Appeals Committee will be chosen from a pool of volunteers among faculty, advisors, counselors, and students. The Campus Academic Dean/Instructional Dean will convene the Committee, which will be comprised of seven members in total from the pool, and serve as the Chairperson (and non-voting member). Faculty will constitute a majority of the Committee. Only one faculty member may be from the affected department. One member will be a student. The remaining members of the Committee will be representatives of from a cross-section of academic disciplines and student personnel areas.

The Campus Grade Appeals Committee will meet on an as-needed basis. The Committee will have three weeks from the time the *Grade Appeal Request Package* is received by the Committee to hold a meeting. The Chairperson of the Committee will notify all affected parties, including the student appealing the grade, of a hearing date no less than ten duty days prior to the hearing and will distribute all necessary documentation. Only members of the Grade Appeal Committee and the student appealing the grade may speak at the hearing.

The Campus Grade Appeals Committee will review the *Grade Appeal Request Package*. It will consider if the grade awarded to the student is consistent with the course syllabus as transmitted to the student, in accordance with institutional policies (e.g. 6Hx2-4.18 and 6Hx2-4.19) and state rules/statutes. The decision of the Campus Grade Appeals Committee will be final and binding, pending a review of the said decision and the supporting documentation by the College Provost and Senior Vice President for Academics and

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Student Success for completeness, and consistency. The College Provost and Senior Vice President for Academics and Student Success will provide written notice to both the student and faculty member of the Campus Grade Appeal Committee’s findings within ten days of the hearing.

## GRADE APPEAL FOR ACADEMIC DISHONESTY

### Step 1: Attempt to Resolve with the Faculty Member

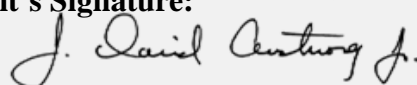
If a student thinks that he/she has been unfairly accused of academic dishonesty, the student shall meet or communicate with the faculty member within five duty days of the accusation in an attempt to settle the matter. If the student is uncomfortable with approaching the faculty member, the Associate Dean may arrange and attend the meeting between the student and the faculty member. If the resolution cannot be reached between the faculty member and student, the student may continue the formal Grade Appeal Process for Academic Dishonesty. The purpose of this process is to determine whether or not there is sufficient evidence to uphold the student’s assertion of innocence. At any step, if the student and faculty member agree to a resolution of the issue, the appeal process is concluded. Deviations from the time frames stipulated in the Grade Appeal Process for Academic Dishonesty must be agreed to by both the student and the faculty member. Adjunct faculty may request the assistance of a full-time faculty mentor during the appeal process.

### Step 2: Submission of Documents

A student may obtain a *Grade Appeal for Academic Dishonesty Request Package* from the Student Affairs office or the Associate/Instructional Dean’s Office. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student should submit the *Grade Appeal for Academic Dishonesty Request Package* to the faculty member through the Associate/Instructional Dean. The student must make the written appeal no later than five duty days after meeting with the faculty member. In the absence of extraordinary circumstances, failure to complete the Grade Appeal for Academic Dishonesty Request package during the designated time period will end the student’s right to appeal. If the instructor of record is not available, the student should contact the appropriate Associate Dean

### Step 3: Mediation by Associate Dean/Instructional

Mediation will then take place between the Associate/Instructional Dean, the faculty member and the student. The Associate/Instructional Dean will have five duty days to set a date acceptable to all parties for a mediation session. The faculty member will submit in writing all relevant documentation to the Associate/Instructional Dean prior to the mediation session. This mediation session shall be within ten duty days of the Associate/Instructional Dean receipt of the Grade Appeal for Academic Dishonesty Request Package from the student as result of Step 2. Following the mediation session, the Associate/Instructional Dean will submit in writing to the student the outcome of the mediation session. If the faculty member has declined to rescind the allegation of academic dishonesty, the Associate Dean will convey the faculty member’s rationale to the student in the formal reply.

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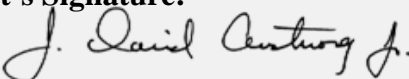
## Step 4: Hearing Before the Campus/Center Grade Appeals Committee.

If the student is dissatisfied with the results of the Associate/Instructional Dean's mediation, the student will be afforded five duty days of receiving the Associate Dean's response from Step 3 to request to challenge the grade through the Campus Grade Appeals Committee. The Associate Dean will forward the Grade Appeal for Academic Dishonesty Request Package to the Campus Academic Dean. The Campus Academic Dean will submit the Grade Appeal for Academic Dishonesty Request Package to the Campus Grade Appeals Committee which will review the Grade Appeal for Academic Dishonesty Request Package and make a final decision concerning the course grade. The membership of the Campus Grade Appeals Committee will be chosen from a pool of volunteers among faculty, advisors, counselors, and students which has been reviewed by the Faculty Senate President. The Campus Academic Dean/Instructional Dean will convene the Committee, which will be comprised of seven members, and will serve as the Chairperson (and non-voting member). Faculty will constitute a majority of the Committee. Only one faculty member may be from the affected department. One member will be a student. The remaining members of the Committee will be representatives of from a cross-section of academic disciplines and student personnel areas.

The Campus Grade Appeals Committee will meet on an as-needed basis. The Committee will have three weeks from the time the Grade Appeal for Academic Dishonesty Request Package is received to hold a meeting. The Chairperson of the Committee will notify all affected parties including the student appealing academic dishonesty, of a hearing date no less than ten duty days prior to the hearing and will distribute all necessary documentation. Only members of the Grade Appeal Committee and the student appealing academic dishonesty may speak at the hearing.

The Campus Grade Appeals Committee will review the Grade Appeal for Academic Dishonesty Request Package. It will consider if the grade awarded to the student is consistent with the course syllabus as transmitted to the student, in accordance with institutional policies (e.g. 6Hx2-4.18 and 6Hx2-4.19) and state rules/statutes. The decision of the Campus Grade Appeals Committee will be final and binding, pending a review of the said decision and the supporting documentation by the College Provost and Senior Vice President for Academics and Student Success for completeness, and consistency. The College Provost and Senior Vice President for Academics and Student Success will provide written notice to both the student and faculty member of the Campus Grade Appeal Committee's findings within ten days of the hearing.

Students will be allowed to continue attending the class during the appeal process. Students taking sequential courses will be allowed to enroll for subsequent classes, but must be advised by the Associate Dean that should they lose their appeal, they will be removed from the classes. Any tuition and fees paid for classes from which the student is withdrawn subsequent to this provision will be refunded to them.

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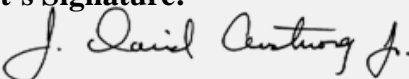


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## DEFINITIONS

**Academic Dishonesty:** Includes any type of cheating that occurs in relation to course and/or program activities. Academic Dishonesty may include, among other things, plagiarism, falsification, deception, as well as giving or receiving assistance on a formal academic exercise

**Major Term:** Commonly Fall and Winter Semesters

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