

## **Academic (Grade) Appeal Process and Form**

An academic appeal is a formal request brought by a student to challenge a grade (*Academic Standards Policy 03.11:01*). An academic appeal will be considered if there is evidence of one or more of the following conditions that have adversely affected the student's grade:

- error in calculation of grade;
- substantial deviation from the syllabus;
- clear violation of Pellissippi State Community College and/or the Tennessee Board of Regents policies.

Students have a right to a clear explanation (from the instructor or dean, as appropriate) of actions taken by the instructor, such as how a grade was calculated. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for an academic appeal.

### **The Academic Appeals Process has two steps:**

#### **A. Informal Process:**

Before a student may bring a formal academic appeal, he/she must first meet with the instructor to request that a change be made. If the student is not satisfied with the outcome or cannot consult with the instructor, he/she must meet with the appropriate academic dean to determine if a resolution can be reached.

#### **B. Formal Appeal Process:**

If a resolution is not reached after the Informal Appeal Process is completed and the student desires to continue the appeal, the student must complete the Academic Appeals Form below and submit it to the academic department dean for that course within five business days of notification of the completion of the Informal Process. Failure to initiate the Formal Process of Appeal within five business days, absent good cause, constitutes acceptance of the result of the Informal Process of Academic Appeal and waiver of the right to a Formal Appeal. Submission of the Academic Appeals Form (*below*) will initiate the appeals process, which will proceed as follows:

1. If the academic dean determines that the appeal does not meet the requirements of this policy, he/she shall communicate this in writing to the student. If the academic dean determines that the appeal is appropriate under this policy, he/she will notify the chief academic officer to convene the Academic Appeals Committee to consider the appeal.
2. The academic dean will forward the Academic Appeals Form to the chief academic officer, who will convene the Academic Appeals Committee. This committee is made up of five faculty members and two students. (*For further information regarding the Academic Appeals Committee, please refer to Policy 08:01:00 Committee Structure and Memberships.*) The chief academic officer, or designee, will coordinate the committee hearing, but will not vote. Any individual involved with or who has an interest in the outcome will not sit in judgment as a member of the hearing committee.

3. The Academic Appeals Committee will set a date for the hearing within 15 business days of the student appeal. The student must be notified of the date, time, and location of the hearing soon as possible, but given a minimum of one week's notice. The student has the following rights applicable at the hearing:
  - a. the right to present his or her case;
  - b. the right to be accompanied by an advisor. The hearing committee may restrict the advisor's right to speak at the hearing.
4. The committee will then conduct the appeal hearing, consider all the evidence presented and make a decision by two-thirds vote. The committee can either uphold or overturn the action of the instructor.
5. The chief academic officer will send the student written notification of the decision of the Academic Appeals Committee within 10 business days of the hearing.
6. The decision of the Academic Appeals Committee is final.

NOTE: Complaints regarding discrimination or harassment should be directed to the Executive Director, Equity and Compliance.

Approved: President L. Anthony Wise, Jr., March 6, 2017

**Academic (*Grade*) Appeal  
Pellissippi State Community College**

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|---|-------------------|
| <b>Date:</b>                              |                   |
| <b>Student Name:</b>                      | <b>ID Number:</b> |
| <b>Student Phone Number:</b>              |                   |
| <b>Student Email:</b>                     |                   |
| <b>Instructor's Name:</b>                 |                   |
| <b>Course (including section number):</b> | <b>Semester:</b>  |

**Explanation for Appeal (*to be completed by student*)**

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**Academic Department Dean's Notes**

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**Resolution (*to be completed by Academic Appeals Committee*)**

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