

OWENS COMMUNITY COLLEGE
PROCEDURES

Grade Appeal

Board Policy No.: 3358:11-2-54

PROCEDURES

1. When a student disagrees with a course grade issued by the college instructor, the student may appeal the grade by initiating an Academic Grade Appeal Form. An appeal form may be initiated when any of the following occur:
 - a. There is a computational or clerical error of a grade.
 - b. The student was graded differently than stated in the syllabus or assignment.
 - c. The grade assigned is inconsistent with other grade assignments in the course using the established grading scale for the course.
 - d. The instructor is not able to or refuses to assign a grade.
 - e. The instructor is not available to review a possible computational error.
 - f. The grade assigned is inequitable.
2. The student must initiate the grade appeal by discussing the grade with individuals in the order listed below until either a resolution is reached or all steps are completed:
 - a. (Step 1) Course instructor/faculty member;
 - b. (Step 2) Department head in which the course is offered;
 - c. (Step 3) Dean of the academic school in which the course is offered.
3. The grade appeal process will be addressed in a timely manner, depending on the availability of information related to the appeal.
4. If taking the steps above does not result in an acceptable resolution, the academic grade appeal form must be formally submitted by the student to the Chief Academic Officer by the end of the semester following the semester in which the course was taken, including summer semester. The appeal will be reviewed by the Chief Academic Officer/Designee. The decision of the Chief Academic Officer/Designee is final.
5. If a grade change is warranted, the instructor will be notified, and the instructor or designee will submit a grade change form to the Records Office for processing. The signed academic grade appeal form shall be submitted to the Records Office and included in the student's record.

Effective 6-9-2024