



POLICY NUMBER: SLCC-IS-116

**POLICY AND PROCEDURES MEMORANDUM**

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Title: **Academic Grade Review and Appeal Policy**

Approval Date: **March 27, 2014**

Effective Date: **Fall 2014 Semester**

Date of Last Review/Revisions Approval: **N/A**

Cancellation: **N/A**

Office: **Academic Affairs**

### **Academic Grade Review and Appeal Policy**

Grade reviews concern only the correct allocation of a final grade in a course. The responsibility for evaluating student work and assigning grades resides with the Instructor of the course.

The purpose of the grade review and appeal process is to ensure the following:

- a.) An initial informal opportunity is provided for a student to understand the reasons a final grade was assigned by a particular Instructor.
- b.) An opportunity for Instructors, to also informally consult with Department/Divisional peers to ensure that the grade has been appropriately and accurately assigned according to academic performance.
- c.) To provide, in the case of the grade remaining disputed, a clear formal procedure for the student and Instructor to follow to a written decision. In this process, the student has the burden of proof to objectively demonstrate that the final grade assigned is inappropriate.
- d.) To provide an appeal process that is accessible to both student and instructor, that results in a final college level, written decision.

The awarding of an appropriate grade is aligned with the concepts of Academic Integrity and the maintenance of quality learning environments. The procedures of the Academic Grade Review Policy are both published in the College Catalog and/or Student Handbook and are reviewed periodically at the direction of the Vice Chancellor of Academic Affairs.

*Policy Reference: LCTCS Policy 1.038*

*LCTCS Policy 2.004*

x	Reviewing Council/Entity	Approval Date	Effective Date	Date of Last Review & Revisions Approval
x	<i>Executive Committee Approval</i>	<i>February 13, 2014</i>	<i>Fall 2014 Semester</i>	<i>N/A</i>
x	<i>Cabinet Approval</i>	<i>March 27, 2014</i>	<i>Fall 2014 Semester</i>	<i>N/A</i>
x	<i>Chancellor Approval</i>	<i>March 27, 2014</i>	<i>Fall 2014 Semester</i>	<i>N/A</i>

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