

SUBJECT: Grade Appeal

Midland College provides a due process procedure for students who wish to challenge a final course grade. Once a final course grade has been posted and a student wishes to challenge the **final** grade they must follow the steps outlined in Policy No. 03:04:02, Student Rights, Responsibilities, and Due Process.

Student Responsibilities:

- The student must discuss their grade concern with the faculty member.
- If the grade concern is not resolved, the student must file a written Request for Formal Grade Appeal Hearing within 20 college working days of the end of the course with the Vice President of Student Services (VPSS).
- Distance learning students may appeal a grade using the same steps except their documentation may be submitted electronically and their hearing site may be at an approved proctoring center.

A hearing shall be held within 20 college working days after the written Request for Formal Grade Appeal Hearing is filed.

During the hearing, the student and the faculty member will present their case and supporting documentation. Actions that affect cohort student status or participation in academic or technical Midland College programs will be deferred until after the formal hearing unless otherwise directed by the Vice President of Instruction.

Vice President of Student Services Responsibilities:

- The VPSS shall inform appropriate college personnel, including the Vice President of Instruction and the Division Dean of the need for a hearing.
- After the written appeal is filed the VPSS shall appoint the facilitator and panel members for the hearing.
- The VPSS must ensure that the facilitator and the panel members receive instruction in grade appeal procedures and standards before the hearing.
- The VPSS shall select a panel for the hearing composed of the following members:
 1. one member from the instructional division involved;
 2. one member outside of the instructional division involved;
 3. one member from student services.
- The VPSS shall schedule a hearing date, time, and location convenient for the student, faculty member, facilitator, and panel members.
- The VPSS shall assist the student in selecting a campus liaison who may attend the hearing if desired.
- The VPSS shall inform the faculty member that their supervisor may attend if desired.

- The VPSS shall receive relevant documentation from the parties involved, and assemble packets to be sent to panel members, the student, faculty member, and the facilitator.

Facilitator Responsibilities:

- Conduct the hearing
- Dismiss all participants (student, liaison, faculty member, supervisor) prior to the panel's deliberations
- Collect all documentation involved and return to VPSS
- Complete the Grade Appeal Hearing Report after the hearing is complete
- Notify all involved parties of the panel's decision in writing

The campus liaison for the student, the student, the faculty member, and the supervisor of the faculty member can be present during the hearing but may not be present during the panel's deliberations or decisions. Both the student and the faculty member will be excluded from the deliberation time. The campus liaison for the student, the student, the faculty member and the supervisor of the faculty member will be notified of the panel's final decision.

Outcomes:

The hearing panel shall render its decision regarding the disputed grade and the facilitator shall provide a written statement of its decision to all involved parties. The grade decision of the panel is final. Either party may appeal due process based on procedural issues arising out of the hearing.