

GRADE APPEAL PROCESS

A student at Richmond Community College has the right to appeal a grade assigned to him/her. The following procedure will be used by the student who desires to appeal a grade (except for withdrawal grades):

1. The student must schedule an appointment with the Instructor who has assigned the grade, discuss the matter with him/her and ask for a review of the basis for assigning the grade. If the disagreement about the grade is resolved at this time, the instructor will submit a "Request for Change of Grade" form.
2. If the disagreement is not resolved through discussion with the instructor, the student must, within ten days of notification of the instructor's decision, submit a written appeal to the appropriate department chair stating reasons for appealing the grade. (The student may consult with a counselor or his/her academic advisor for assistance in developing the written appeal.) If the disagreement about the grade is resolved at this time, the instructor will submit a "Request for Change of Grade" form.
3. If the disagreement is still not resolved, the student must schedule an appointment with the division chair, discuss the matter with him/her and ask for a review of the basis for assigning the grade. If the disagreement about the grade is resolved at this time, the instructor will submit a "Request for Change of Grade" form.
4. If the disagreement is still not resolved, the student should schedule an appointment with the Vice President for Instruction to discuss the appeal. The decision of the Vice President for Instruction is final.
5. The right to appeal a grade expires at the end of the semester following the one in which the grade is assigned. When a student appeals a grade assigned by an instructor no longer employed by the College, the student should initiate the process by notifying the appropriate department chair.

WITHDRAWAL GRADE APPEAL PROCESS

A student at Richmond Community College has the right to appeal instructor-initiated withdrawal grades assigned to him/her. The following procedure will be used by the student who desires to appeal a grade of "W," "WP," or "WF":

1. The student must submit a written request-of-appeal letter, along with documentation for each absence, to the instructor of the course. The student must be prepared to support his/her appeal with documentation of extenuating circumstances (e.g. personal illness, family emergency, etc.). This request-of-appeal letter must be submitted within a week of the date in the heading of the letter informing the student of his/her withdrawal from the course (notification letter). If the student returns to class before receiving the notification letter, the

instructor will inform the student that he/she has been withdrawn from the course. The student will then have until the next scheduled class meeting to submit a request-of-appeal letter to the instructor.

After the student has submitted a written appeal, he/she is expected to attend all classes, complete assignments, and take tests required for the course until a decision is rendered. If the student is readmitted, he/she is expected to strictly adhere to the class attendance policy. Failure to do so will result in a “WF” grade. Upon successful completion of the course, the instructor will submit a “Request for Change of Grade” form.

2. If the instructor decides not to readmit the student, the student may request a meeting with the department chair to review the appeal. For that meeting, the instructor will give the department chair copies of the course syllabus, the Instructor Course Requirements, and the Curriculum Attendance Report.
3. If the department chair decides not to readmit the student, the student may request that the division chair review the appeal.
4. If the division chair decides not to readmit the student, the student may request that the Vice President for Instruction review the appeal. The Vice President for Instruction will make a decision regarding the appeal based on the evidence. The decision of the Vice President for Instruction is final.

History note: Board Approved on June 1, 2010. Effective: Fall Semester 2010