

# Ivy Tech Community College of Indiana

## *Academic Support and Operations Manual*

### **POLICY TITLE**

Grade Appeals

### **POLICY NUMBER**

4.18

### **PRIMARY RESPONSIBILITY**

Academic Affairs

### **CREATION / REVISION / EFFECTIVE DATES**

Created August 2006/ Effective August 2006; revised September 2017/effective immediately

### **PURPOSE**

To protect students' rights and interests, to protect academic integrity, and to ensure appropriate standards of due process for faculty and students.

### **ORGANIZATIONAL SCOPE OR AUDIENCE**

Students and faculty

### **DEFINITIONS**

*Academic Integrity:* The moral code or ethical policy of academia including values such as avoidance of cheating or plagiarism, maintenance of academic standards, honesty and rigor in research and academic publishing.

*Competency:* A set of defined behaviors that provide a structured guide enabling the identification, evaluation and development of the behaviors in individuals.

*Due Process:* The administration of justice according to established rules and principles and based on the principle that a person cannot be deprived of life or liberty or property without appropriate legal procedures and safeguards.

### **POLICY**

College grading policies reflect the quality of performance and achievement of competency by students who complete one or more courses. Grade appeals may occur when a student feels that the final grade received in a course is inaccurate.

### **PROCEDURE**

1. When a student believes the final grade or status he or she received in a course is inaccurate, he or she should make an appointment to discuss the issue with the instructor who issued the grade or status. This process must be initiated within thirty (30) calendar days of receiving the grade. The instructor and the student should make every effort to resolve the issue. It is expected that most grade issues will be resolved at this level.
2. If the grade or status issue is not resolved, the student can submit a written appeal to the instructor's supervisor. The supervisor may be the campus program chair, a department

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chair or a school dean. After the appeal, if the issue is not resolved to the student's satisfaction the student may appeal to whoever is next in line, unless that person is the campus' chief academic officer.

3. The student's next recourse is to appeal to the campus' chief academic officer. The student must provide written notification of his or her intent to appeal the grade, to the Vice Chancellor for Academic Affairs. An appeal committee will be formed by the vice chancellor consisting of a faculty member from the school in which the program is housed, a faculty member from another school, the campus Vice Chancellor for Student Success or designee, the campus Vice Chancellor for Academic Affairs and an optional fifth campus person, possibly staff. The appeal committee's decision will be forwarded to the student. Students not satisfied with the committee's decision may make a final appeal to the campus chancellor.

### **REFERENCES**

4.16 Grading Student Learning [https://www.ivytech.edu/files/4.16-Grading-Student-Learning\\_11-11-15.pdf](https://www.ivytech.edu/files/4.16-Grading-Student-Learning_11-11-15.pdf) Student Code of Rights and Responsibilities <https://www.ivytech.edu/studentcode/>

### **RESOURCE PERSON**

Vice Chancellor for Academic Affairs