

Grade Appeal

This Policy shall apply to grade appeals unrelated to issues pertaining to the Student Code of Conduct. The grade appeal process applies only to final course grades. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. For sequential courses that have a clinical component, the student will be allowed to take the academic coursework, but will not be allowed to participate in the clinical component of the class until the appeal is complete. If the grade is upheld, the student will be administratively removed from the course and refunded the tuition.

1. If a student is dissatisfied with their grade, the student must appeal, in writing, to the instructor who assigned the grade within ten (10) business days after official receipt of that grade. The instructor will make a written determination and provide it to the student. If the instructor is no longer employed at the College, the student may proceed to the next step.
2. If the student is still dissatisfied with the instructor's determination, within five (5) business days thereafter, the student may appeal to the appropriate Dean in writing. The Dean will make a written determination and provide it to the student.
3. If the student is dissatisfied with the Dean's determination, within five (5) business days thereafter, the student may appeal to the Vice President for Academic and Student Affairs ("Vice President") in writing and must include the Dean's written determination. The Vice President shall make a written determination and provide it to the student. The Vice President's determination is final.

Policy Number: 05.02.05

Adopted: February 4, 2025

[Download a PDF of this policy](#)