

## **Brooklyn College Departmental Grade Appeals Procedures**

In the academic community, grades are a measure of student achievement toward fulfillment of course objectives. The responsibility for assessing student achievement and assigning grades rests with the faculty, and, except for unusual circumstances, the course grade given is final.

The grade appeals system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned other students. A student who believes she or he has reason to challenge a grade penalty assigned for an alleged violation of academic integrity shall use the Academic Integrity Appeal procedures.

### **Step One: Informal Appeal**

Students who believe that they have received an unfair or inappropriate grade are required to meet with the instructor of record to attempt to resolve the matter informally. The student must explain the grounds for the grade appeal to the instructor and attempt to understand the instructor's reasons for assigning the grade. The purpose of the meeting is to reach a mutual understanding of the instructor's rationale for the grade and to resolve differences in an informal and cooperative manner.

### **Step Two: Appeal option**

If the matter is not resolved, the student has the right to appeal the grade to the Department Chair or designee.

#### **1. Formal Appeal to the Departmental Grade Appeals Committee:**

When the department chair or designee receives a formal grade appeal following the student's informal appeal to the instructor, the chair or designee may attempt mediation and upon failure of mediation, the chair or designee shall convene a Grade Appeals Committee to investigate the appeal and to render a decision. To assure that all departmental committees conform to the principles of due process, the following procedures apply:

2. The student must submit a completed form to show that he/she has met with the instructor and that informal resolution failed.

3. The student must submit all relevant documentation to show that he/she has met the course requirements, including but not limited to:

- course syllabus;
- all documented grades (graded tests, papers, projects, etc.);
- a list of all other grades that the student knows she or he received in the course and any other factors that may have influenced the grade.

4. The Grade Appeals Committee has the authority to screen out appeals that do not set forth the aforementioned ground for appeal. The convener will explain any such finding in writing to the student, the faculty member, and the department chair.
5. The department chair will notify the instructor that a formal grade appeal has been initiated and the instructor shall provide the grade distribution break down for the student and any other relevant information.
6. During the regular semester, the Grade Appeals Committee will review the material presented and will advise the student and instructor of its decision, in writing, within 30 calendar days from the date the student submitted a complete formal grade appeal with ALL necessary documentation. If the appeal is submitted after May 5, the Grade Appeals Committee must respond to the student by the following September 30.

### **Time Limits for Appeal**

A student who wishes to appeal a grade must initiate the process in the full semester following the one in which the contested grade was received. Spring and Summer Session courses must be appealed during the following Fall semester while Fall and Intersession courses must be appealed during the following Spring semester. Appeals that are not initiated by these deadlines will not be considered.

### **Appeal of Departmental Grade Appeals Committee's Decision**

An undergraduate student who wishes to appeal the decision of the Departmental Grade Appeals Committee shall submit the appeal to the Faculty Council Committee on Course and Standing. Students must submit their written appeal to the Committee on Course and Standing through CAASS. The decision of the Committee on Course and Standing will be final. A graduate student who wishes to appeal the decision of the Departmental Grade Appeals Committee shall submit the appeal to the Faculty Council Committee on Graduate Admissions and Standards. Students must submit their written appeal through CAASS. The decision of the Committee on Graduate Admissions and Standards shall be final.

### **Record Keeping and Retention**

1. The Chairperson of the Department should maintain the student grade appeal files in a designated location. Each member of the committee may keep their own files while the matter is pending. After a decision has been issued, the files should be merged into one official file, with duplicate documents shredded.
2. The change of grade records shall be retained by the department for a minimum of six (6) years after the decision is rendered by the Department, or if appealed, after the decision is rendered by the Committee on Course and Standing or the Committee on Graduate Admissions and Standards.



Instructor: \_\_\_\_\_  
(Professor's Name- Print)

Fall 20\_\_  
Intersession 20\_\_

Grade originally submitted was \_\_\_\_\_

Spring 20\_\_  
Summer 20\_\_

\*\*\*\*\*  
Documentation of informal meeting with faculty member:

Date and Time \_\_\_\_\_

Outcome:    \_\_\_ Grade not changed    \_\_\_ Grade changed from \_\_\_ to \_\_\_

\_\_\_\_\_  
Faculty signature

\_\_\_\_\_  
Student Signature

\*\*\*\*\*

This grade appeal is made based on:  
(check one or more that apply):

\_\_\_ The requirements for this course, as specified on the syllabus, were not followed by the instructor

\_\_\_ The requirements for the course, as specified on the syllabus, were applied inequitably by the instructor

Other (describe):

Be sure to explain how the facts justify a grade change according to the basis of the grade appeal checked above.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date appeal was submitted