7.12.3 Grade Appeals Process

**Last Revised:** October 2011

**Policy:** Piedmont Community College encourages the resolution of all grade-related disputes through open and informal communication between the affected parties. If a grade-related dispute remains unresolved, students are provided due process to seek a resolution.

**Purpose/Definitions:** The grade appeals process refers to the formal appeal of a grade. The procedure is to be used only for final grades issued.

**Approval Authority/Monitoring Authority:** Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development has monitoring authority.

**Procedure:** The student will discuss with the instructor the course requirements and the final grade earned.

Level 1 - If the student continues to believe that the grade is inaccurate, the student may continue the appeal by obtaining an appeal form from the Office of Student Development and notifying the instructor in writing. The notification must state the rationale for the grade appeal to the instructor and must be submitted within 20 days of the end of the term in which the grade is received. The instructor will respond in writing to student within 5 days of receiving the written appeal of the student.

Level 2 - If unsatisfied with the decision of the instructor, the student must appeal the grade in writing with additional rationale to the appropriate academic dean within 10 days of the final decision of the instructor. A copy of all previous documentation must accompany the appeal form. The academic dean will respond to the student with a decision within 5 days of receiving the appeal.

Level 3 – If a student still feels the grade is inaccurate, the student may appeal the decision of the appropriate academic dean in writing (including the information provided to the instructor, appropriate academic dean, and any additional information) to the Vice President, Instruction and Student Development within five days of the final decision of the appropriate academic dean. The Vice President, Instruction and Student Development will issue the final decision for the College within five days of receiving the appeal.

**Legal Citation:** N.C.G. S. § 115D-20(7)

**History:** Effective October 1988; Revised January 1992, October 2001 (as part of Section 6.13, Grading Policies), October 2011