

Des Moines Area Community College

ES 4660 Appeal of Final Grades Procedure (1/12/23)

The purpose of the Appeal Process for Final Grades is to provide the student with a safeguard against receiving an incorrect final grade, while respecting the academic authority of the instructor. This procedure recognizes that every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious. Furthermore, instructors have the right to assign a grade based on any method this is professionally acceptable, submitted in writing to all students and applied equally. This procedure is not intended to deal with complaints against faculty.

ES 4680 College Review Board

The College Review Board shall hear and receive evidence regarding the appeal of final grades.

Student Rights

1. The student has the right to present his or her side of the story.
2. The student has the right to present witnesses and evidence on his or her behalf.
3. The student has the right to ask questions of witnesses presenting evidence against the student.
4. The student has the right to be accompanied by up to two advisors at the student's expense.

During the Hearing

1. Review the syllabus and class expectations.
2. Review grades and compare student/instructor outcomes. Do they match?
3. Look for computational errors or computer errors.
4. Look for misunderstandings regarding completion of assignments.
5. Work to understand the difference of opinion about the assignment of a grade for a paper or project. Does the instructor use a rubric or other standard assessment aid?
6. Look for evidence to determine if the student was treated differently than other students or that expectations were different for this student than other students.
7. Look for any evidence that the grade was assigned based on information different than what was noted in the syllabus.

Decision Options

1. Reach a resolution that is mutually acceptable to the student and the instructor who issued the grade.
2. Determine that a grade change is warranted. The new grades may be higher or lower than the original grade.
3. Determine that the original grade stands.
4. Determine other outcomes that may impact the grade such as allowing a test retake and the recalculation of the grade, for example.

Decisions shall not be based on a student's concern over an instructor's teaching style, competence or difficulty of the material or other issues that would be addressed through the complaint procedure; student's need to graduate or pass a class; overall student effort; or any issue that goes beyond the student's earning the grade by meeting the instructor's expectations, as defined in the syllabus.