

Instructional Grade Appeal Board Process

1. Formal appeal must be submitted to the Executive Director for Academic Affairs (EDAA) by the student on the approved forms and within the designated time-frame.
2. The EDAA will investigate the complaint and determine if it meets the guidelines listed in the Grade Appeal Process Document.
 - Appeal able – will convene appeal board
 - Not appeal able – process will stop. EDAA will inform student of decision – written notice.
3. Instructional Grade Appeal Board (IGAB) Process
 - a. The Appeal Board will consist of three members.
 - i. Two faculty
 - ii. One student, hopefully from the Dean of Student's Office.
 - iii. One of the faculty will serve as chair of the Board.
 - b. Board Chair conducts the meeting.
 - c. Student and instructor attend the meeting and present their information separately.
 - d. Student presents first.
 - e. Instructor presents second.
 - f. Student rebuttal
 - g. Instructor rebuttal
 - h. At completion of the meeting, the Board goes into closed session to deliberate and make a decision regarding the appeal.
 - i. The decision is presented to the student and the instructor at the conclusion of the hearing.
 - j. Decision is written on the appeal form.
 - k. The forms are signed and the original is given to the student.
 - l. Copies are given to AVPI office, the instructor and the department.
4. Possible decisions:
 - a. Grade remains the same
 - b. Grade change
 - c. Other alternatives
 - d. Grade erased
5. Student Members of the Appeal Board
 - a. Should not be acquaintances, friends or relatives of student appealing the grade.
 - b. Paralegal students might make good representatives
 - c. Students for the Student Alliance might make good representatives

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