

# Policy Approval Form

*Gordon State College*

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

<b>Policy Title *</b>	Grade Appeal Policy
<b>Number</b>	To Be Determined
<b>Department</b>	Academic Affairs
<b>Policy Editor</b>	C. Jeffery Knighton
<b>Request Type</b>	New <input type="checkbox"/> Amended <input type="checkbox"/> Removed <input type="checkbox"/> Reviewed <input checked="" type="checkbox"/>

## OBJECTIVE (Briefly state your purpose.)

Periodic Review of Policy for Currency and general update

## RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

Discussions with Provost Council, Academic Council, Faculty Senate Chair and Cabinet.

## COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

GSC Policy Website  
Academic Catalog

## Authorizations

Dean or Supervisor Signature and Date: \_\_\_\_\_

Cabinet Sponsor (VP) Signature and Date: C. Jeffery Knighton Digitally signed by C. Jeffery Knighton  
Date: 2022.05.23 15:33:41 -04'00'

President Signature and Date: 

**\*Policy Template must be submitted with this form.**

Policy Number: To Be Determined

Policy Title: \_\_\_\_\_

**POLICY:**

**PROCEDURE:**

## Grade Appeal Process

It is the responsibility of the student to review final course grades posted online by the Registrar's Office at the end of the semester. A student who believes that his or her grade was incorrectly assigned should first schedule a conference with the instructor who assigned the grade. If satisfactory results cannot be obtained from such a conference, the student may file a written appeal of the grade using a *Student Petition Form* and submitting it to the program assistant of the department or school in which the grade was earned.

Grade appeals should only be concerned with alleged violations of grading policy or procedure as stated in the course syllabus.

All grade appeals must be initiated by midterm of the semester following the posting of the grade. For grades posted in the spring semester, appeals must be submitted by midterm of the following full summer session. Failure of the student to adhere to the time deadline described above will result in forfeiture of all rights to appeal the grade in question. If the deadline cannot be met due to legitimate reasons, the student can appeal to the office of Academic Affairs for an extension.

An electronic version of the appeal will then be circulated to the appropriate faculty member and the department head, where appropriate, for recommendations. The dean of the school will issue the decision on the grade appeal.

*Special Note:* An appeal requesting a grade of *W* can only be initiated in relation to an assignment of a grade of *WF*.