

## Appeal Process

### Grades: The Responsibility of Students and Teachers:

**1. Purpose:** The intent of the Grade Appeals Process is to create transparency within the IEC for our students and teachers.

- Both students and teachers are responsible for engaging in the learning process.
- Students are responsible for monitoring their own progress in each class throughout the semester.
- Students are responsible for asking questions of their instructors regarding their progress throughout the semester.
- Teachers are responsible for providing feedback to students regarding their progress throughout the semester.
- Teachers are responsible for answering students' questions in a timely manner.

### 2. Assignment Appeals Process:

#### 2.1 Students

- a. Students have the right to know their grades on all assignments, tests, and quizzes, and the right to know how each assignment, test, or quiz was graded. **Detailed rubrics will be provided for all assignments, quizzes, and tests.**
- b. If a student disagrees with or does not understand the grade received on an assignment, test, or quiz, the student is responsible for requesting an explanation from the teacher.
- c. Requests for explanation need to be made within one week of the student receiving the graded assignment, test, or quiz.

#### 2.2 Teachers

- a. Teachers have the responsibility to provide documentation and evidence to students regarding grades on their assignments, tests, or quizzes. Documentation and evidence include rubrics, written comments, and student produced work that demonstrates a justification for the grade earned. Teachers have the responsibility of communicating on a regular basis with their students about their progress in class. Teachers should use D2L to post their grades and teacher have the responsibility for training their students on how to read and understand the D2L grade book.
- b. Email exchanges and/or text messages between the student and the teacher will be considered forms of documentation.

### 3. Final Grade Appeals Process

**A Final Grade Appeal will not be processed unless the student has completed the Assignment Appeals Process as described in section 2.1 above.**

#### 3.1 Final Grade Appeals Committee

- a. The Final Grade Appeals Committee will be made up of the IEC Director, the IEC Coordinator, and the IEC FTNP
- b. The Final Grade Appeals Committee will meet one (1) week after the end of each semester, after the Award's Ceremony.

### **3.2 Student Appeals Request**

- a. If a student believes that a teacher has made a professional misjudgment about a final grade in a class, the student has the responsibility to complete the Grade Appeal Form and submit it with all documentation from the Assignment Appeals Process to the Grade Appeals Committee before the Final Grade Appeals Committee Meeting.
- b. Students who wish to appeal a grade must provide the following documentation:
- c. A completed Grade Appeals Form (<http://www.stcloudstate.edu/iec/>)
- d. Evidence (homework, tests, quizzes, etc.)
  - a. If a student does not have possession of tests or quizzes because teachers retain these for their records, the teacher will be asked to produce these for the Final Grade Appeals Committee.

### **3.3 Teacher Responsibilities**

- a. Upon receiving a request for a Final Grade Appeals meeting, instructors whose grades are being questioned will be asked to provide the following to the Final Grade Appeals Committee:
  - a. Evidence
    - i. Tests, quizzes, homework, grade book, rubrics, etc...
  - b. Documentation
  - c. Communications (emails/texts between the student and teachers)
- b. Teachers may also be asked to be present for the Final Grade Appeals Meeting and/or provide a written statement defending the final grade that a student earned.

### **4. Appeals Committee Meeting:**

- a. The Grade Appeals Committee will inform the student of the time and place of the meeting at least 24 hours before the meeting.
- b. The student must be present at the meeting at the scheduled time and place.
- c. The student has the right to have one (1) advocate present at the meeting.
- d. The Final Grade Appeals Committee will review all documentation and evidence during the meeting.
- e. During the Final Grade Appeals Meeting, the student may be asked to demonstrate knowledge of course content from the course(s) being appealed.