

BLUE MOUNTAIN COLLEGE

PROCEDURES

POLICY 2.15 GRADING

Undergraduate

The Office of Academic Affairs complies with the following standards and procedures for handling grade appeals:

1. The student shall first present, in writing, the matter of grievance to the instructor of the course. This must be done within thirty days after the close of the semester in which the grade was earned.
2. If the student feels the matter is not satisfactorily resolved at the student-faculty level, then the grievance is submitted to the chair of the department in which the course is taught. The chair of the department will review all facts and evidence in the case and mediate a decision during the same semester/summer term in which the appeal is issued. If the grievance is not further appealed, it will be considered resolved.
3. If the student believes there is further need for mediation, the request is submitted to the Vice President for Academic Affairs. If the Vice President for Academic Affairs finds substantial grounds for a formal appeal, he/she will convene the Student Appeals Committee to review the grade appeal. Both the student and instructor will be invited, but not required, to speak to the appeal committee separately. Deliberations of the committee will take place in a closed session and the committee's decision will be final. If the Vice President for Academic Affairs finds insufficient grounds for a formal hearing, the original grade will stand. A decision shall be made within the same semester/summer term in which the complaint is issued.
4. Failure to submit grievances within the required period of time will negate the student's complaint.
5. Grades resulting from excessive absences for undergraduate students must be appealed directly to the Vice President for Academic Affairs.

Graduate

1. The student shall first present, in writing, the matter of grievance to the instructor of the course. This must be done within thirty days after the close of the semester/summer term in which the grade was earned.
2. If the student feels the matter is not satisfactorily resolved at the student-faculty level, then the grievance is submitted to the Dean of Graduate Studies. The Dean of Graduate Studies will review all facts and evidence in the case and mediate a decision during the same semester/summer term in which the appeal is issued.
3. If the student believes there is further need for mediation, the appeal is submitted to the Graduate Council. If the Graduate Council finds insufficient grounds for a formal hearing, the original grade will stand.
4. Grades resulting from excessive absences for graduate students must be appealed directly to the Vice President for Academic Affairs.

BLUE MOUNTAIN COLLEGE

REVISED: May 01, 2009; October 03, 2008; June 25, 2008
EDITORIAL CHANGES: September 22, 2011; July 13, 2009