



Form 1: Presentation Checklist

Name: _____

Date: _____

Department: _____

COCC Contact Information: _____

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
 - Procedure—new
Identify suggested location in *GPM*: _____
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
Identify suggested location in *GPM*: _____
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: _____

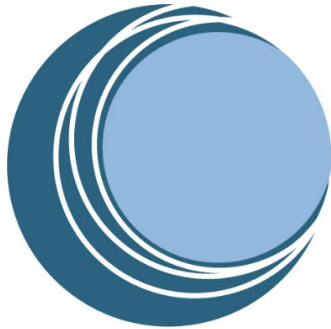
BUDGET

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

STUDENT IMPACT

ANTICIPATED IMPLEMENTATION TIMELINE



CENTRAL OREGON community college

COCC Grade Appeals Form- DRAFT

The Grade Appeal procedure is available only for review of allegedly capricious grading (please see the definition of "capricious grading" in the [Grade Appeal Procedure](#)). The Procedure is not designed for review of the judgment of an instructor in assessing the quality of a student's work or for setting the standards for a course.

To appeal a grade you believe is capricious:

- 1) Complete this appeals form and submit supporting documentation of the facts cited in your appeal. The form must be complete and all fields are required. Incomplete appeals will be returned.
- 2) Your appeal must be submitted no later than **30 calendar days** after the Final Grade is posted for the course. No exceptions will be made to this deadline.
- 3) You will be notified via COCC email of the decision of your appeal within 90 calendar days of submission.
- 4) The decision of the grade appeals committee is final, and there is no further appeal beyond this point.

Appeal Information

Name:

Your COCC email:

COCC ID number:

Instructor Name:

Term of the course you are appealing:

Course name (example: MTH111):

Course CRN:

Have you contacted your instructor to resolve this issue?

- Yes
- No

Have you contacted the [department chair](#) to resolve this issue?

- Yes
- No

If no, is there a reason you have not attempted to resolve this issue with the instructor and/or department chair?

Explain why you believe you were graded improperly. Please cite the facts that support your appeal including specific dates or situations that affected your grade, and any alleged discrepancies in points and/or grades:

What grade do you believe you earned in this course:

Prior to submitting this appeal, how have you attempted to resolve this situation?

Please upload any supporting documentation for your appeal such as the course syllabus, email correspondence with your instructor, homework assignments, tests or other materials:

Grade Appeals Process Charge:

Research, review and recommend changes in the GPM A-20-1 and A-20-1.1 in regards to the Grade Appeal policy and procedure considering the perspectives of both the student and the faculty member.

Make-up of Grade Appeal Task Force:

- ⊖ Student – ~~Ashlyn Foster~~
 - Program Director: can be a former Program Director - **Paula Simone**
 - Chair: *can be a former Chair* - **Sara Hensen**
 - Student Services representative - **Kara Rutherford**
 - CTE Faculty - **Roxie Supplee**
 - Transfer Faculty - **Tim Peterson**
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- Research Grade Appeal processes at other community colleges.
 - Review the grounds for which an appeal can be approved, and propose modifications if needed (A-20-1)
 - Review the membership of the Grade Appeal Committee and the process for its appointment. Propose changes if appropriate. (A-20-1)
 - Review the timeline for the Grade Appeal process and suggest changes if needed. (A-20-1)
 - Review the procedure for Grade Appeals and propose modifications if appropriate. (A-20-1)
 - Identify elements missing from the GP Manual and recommend additions. (A-20-1)
 - Review Section A-20-1.1 SUGGESTIONS TO STUDENTS PREPARING A GRADE APPEAL. Propose edits to clarify language and improve content.

A-20-1 GRADE APPEAL PROCEDURE

The following procedures are available only for review of allegedly capricious grading, and not for review of the judgment of an instructor in assessing the quality of a student's work nor for setting the standards of performance for a course.

Definitions:

1. "Capricious grading," as that term is used herein, is limited to one or more of the following:
 - A. The assignment of a grade to a particular student on some demonstrable basis other than performance in the course; **or**
 - B. The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students in that section; **or**
 - C. The assignment of a grade by a substantial departure from the instructor's announced standards and requirements (normally announced in the course syllabus).
2. Grade Appeal Committee: The Grade Appeal Committee will consist of three full-time faculty members: **one (1) transfer faculty, one (1) CTE faculty, and one (1) department chair or former department chair.** ~~one of whom is also a department chair.~~ The members will be **elected** ~~appointed~~ by the Faculty Senate Committee COCC Academic Affairs Committee. ~~which will also appoint the chair of the Grade Appeal Committee. To maintain the confidentiality of the hearing, only the Vice President for Instruction, Committee members, the instructor, and the student may be present at the proceedings. Members of the Bargaining Unit, as defined by the CBA, may also request a Faculty Forum representative be present in accordance with federal labor law. If a Committee member is unable to serve, perhaps due to a conflict of interest, the Vice President will appoint a substitute for that particular case. Committee members must be present at all hearings in order to vote following deliberations.~~

Timeline:

The formal grade appeal process must be initiated within thirty (30) calendar days after the posted Final Grade in the student's Bobcat account. No exceptions will be made to this deadline.

~~The grade appeal must be initiated within the first three (3) weeks of the quarter immediately following the quarter in which the grade was assigned. (Exception: Grade appeals resulting from Spring Term will be initiated within the first three (3) weeks of Fall Term). Written notice of intent to appeal must be given to the Department Chair by the end of the third week of the quarter, and the formal written appeal must be received by the Vice President for Instruction by the end of the fourth week of the quarter.~~

Responsibility:

The student has the job responsibility of writing submitting the formal grade appeal form and the burden of proof in the appeal lies with the student.

Procedure:

1. After receiving a Final Grade, which the student feels, is capricious, they should consult immediately with the instructor. Most grading errors are unintentional and can be resolved by clarification with the instructor. **This step is mandatory and needs to be in writing by email from your COCC account.** If the concern is not satisfied at this level (or if the instructor is unavailable), the student should **complete and submit the grade appeal form prior to the 30-calendar day deadline.** ~~meet with the Chair of the Department in which the course is offered. The Department Chair will consult with both the student and the instructor (either separately or together) in an informal attempt to reach a resolution. (If the instructor also serves as the Department Chair, the student should consult the Vice President for Instruction at this stage.)~~ **The formal grade appeal must state in detail the basis for the appeal, the evidence in support of the appeal, and the steps, which were taken in an attempt to resolve the matter. Supporting documents (such as course syllabus or student work, if relevant) may be attached.**
2. Once a grade appeal form is submitted, it will be received by the Vice President of Academic Affairs office and referred to the appropriate next process, which may include the following:
 1. Admissions and Records Petition (if not an actual grade appeal).
 2. Back to the Faculty or Department Chair (if student was unable to meet with the instructor due faculty member being off contract or an unavailable part time instructor).
 3. To the Grade Appeals Committee for a hearing.~~If a resolution has not been reached by the end of the third week of the quarter, the student should give the Department Chair written notice of intent to file a grade appeal.~~
3. Once submitted to the Grade Appeals Committee, the committee has within 90-calendar days of the submission date, or a determined reasonable amount of time, to hold a hearing.
4. During the hearing:
 1. Students may bring a student support person from ASCOCC or Student Life staff to the hearing.
 2. Accommodations and modifications for people with disabilities are available upon request. Please contact the Grade Appeals Committee, information on the email, 48 hours in advance.
 3. If the faculty member wants to attend the hearing, the committee will be required to accommodate their schedule.
5. ~~By the end of the third week of the quarter (following the one in which the grade was given), or by the end of the fourth week of the quarter if written notice of~~

~~intent to appeal has been submitted to the Department Chair by the end of the third week, the student who has completed the above steps may file a formal written grade appeal with the Vice President for Instruction. The formal grade appeal must state in detail the basis for the appeal, the evidence in support of the appeal, and the steps, which were taken in an attempt to resolve the matter. Supporting documents (such as course syllabus or student work, if relevant) may be attached.~~

- ~~6. If the Vice President for Instruction recommends further review of the Appeal, he/she will refer the appeal (within two working days of its receipt) to the Grade Appeal Committee.~~
7. ~~after receipt of the appeal, the Grade Appeal Committee will hold a hearing, Once deliberations have completed, the Grade Appeal Committee will and submit a recommendation to the Vice President of Academic Affairs. Following the conclusion of the hearing, the Committee will deliberate privately and prepare a written recommendation to the Vice President for Instruction. The recommendation will be either to let the grade stand or to change it. If the recommendation is to change the grade, the recommended grade will be stated. The recommendation will include a brief summary of the facts of the hearing and the reasons for the Committee's decision.~~
8. Following receipt of the Committee's recommendation, the Vice President of Academic Affairs for Instruction will decide whether to accept or reject the recommendation and will provide a written statement of the decision to the Committee, the Chair, the faculty member, and the student. The decision of the Vice President of Academic Affairs for Instruction is final.

NOTE: To maintain the confidentiality of the hearing, only the Vice President of Academic Affairs for Instruction, Grade Appeal Committee members, the faculty member instructor, and the student, and the student representative may be present at the proceedings. Members of the Bargaining Unit, as defined by the CBA, may also request a Faculty Forum representative be present in accordance with federal labor law. If a Committee member is unable to serve, perhaps due to a conflict of interest, the Vice President of Academic Affairs will appoint a substitute for that particular case. Committee members must be present at all hearings in order to vote following deliberations.

