

**Nashville State Community College
Student Grade Appeal Form**

A student who believes that an error has been made in the grade assigned for a course may appeal their grade. The appeal must be initiated during the semester immediately following the semester in which the grade was posted (summer semester will be considered in determining the following semester).

Grade appeals are allowed only when

- 1) the instructor has not used criteria stated in the course syllabus,
- 2) has applied criteria inequitably, or
- 3) has made errors in the calculation or recording of a grade.

In all cases, the student will assume the burden of proof with respect to these issues.

Steps for a Grade Appeal

1. The student must try to consult with the instructor to provide a satisfactory resolution to the appeal. The student must also document his/her contact, or attempts to contact, the instructor. The Student Grade Appeal Form for documenting this step may be obtained from the instructional Dean, any satellite campus, or www.nsc.edu. The only exception to this step in the process is in the case that the instructor is no longer employed at the college or is unavailable so that it is impossible to contact the instructor. In the event the student cannot contact the instructor, the student may contact the instructor's instructional Dean who will attempt to contact the instructor. If both parties are unable to contact the instructor, the Dean may act on the instructor's behalf in reviewing the grade appeal.

2. If the appeal cannot be resolved between the student and the instructor, the student may appeal, in writing, to the appropriate instructional Dean. To continue the appeal, the student must present the completed Student Grade Appeal Form to the appropriate supervisor. The Dean will attempt to resolve the appeal in consultation with the instructor and/or the student. This step must be completed during the semester following the semester in which the grade was earned and must be documented using the Student Grade Appeal Form. Both the student and the faculty member will be notified of the decision of the Dean/ in writing, to include the grade appeal form.

Name:

Student ID (A number):

Telephone Numbers:

Cell:

Home:

NSCC Email Address:

Personal Email Address:

Course Title (e.g. English Composition I):

Course Prefix and Number (e.g. ENGL 1010):

Section number (e.g. N01):

Course CRN:

Semester and Year (e.g. Fall 2022):

Instructor Name:

Grade Earned in Course:

Reason for Appeal: (Check all that apply)

Instructor has not used criteria stated in the course syllabus (course syllabus must be attached).

Instructor has applied criteria inequitably (include specific example(s) of how instructor treated students differently or was unfair in grading).

Instructor has made errors in the calculation or recording of grade.

Explanation for Grade Appeal

Explain your reason for appealing your grade and be as specific as possible. Attach any supporting documentation. The following are examples of supporting documentation: copy of course syllabus, emails to and from the instructor, and graded assignments:

Check one of the following:

I have communicated with my instructor about this grade but have not been able to resolve this issue.

I have not communicated with my instructor because (comment below):

Student Signature:

Date:

Grade Appeal Comments and Signatures
Course Instructor Response

The original grade is fair and accurate.

An error may have occurred, and I recommend a change from _____ to _____ and
I will submit a Change of Grade form to the Records Office.

Comments:

Instructor Signature: _____

Date: _____

Instructional Dean Response I have reviewed this appeal and have made the following determination:

I concur with the findings of the instructor.

I disagree with the findings of the instructor and recommend a grade change from _____ to _____
and will submit a Change of Grade form to the Records Office.

Comments:

Dean Signature: _____

Date: _____

Steps for a Grade Appeal, Continued

3. Both the student and faculty member have **10 business days** from the Dean's response to appeal the decision. To continue the appeal further, the student or faculty member must present a copy of the completed Student Grade Appeal Form which clearly explains the basis of the appeal, the evidence of the appeal, supporting documentation, and the signatures of the instructor and Instructional Dean to the Vice President of Academic Affairs and Workforce Development. The Vice President will utilize any resources available to resolve the grade conflict within 15 business days from the date submitted to the office.

Vice President for Academic Affairs Response

For Office Use Only
Date Submitted To VPAA:

I have reviewed this appeal and have made the following determination:

Decision Sustained. (Grade issued is correct)

Decision Overturned.

This issue is not appealable.

Convene Grade Appeal Committee

Comments:

Vice President for Academic Affairs Signature:

Date of Response:

Steps for a Grade Appeal, Continued

4. The Vice President of Academic Affairs and Workforce Development will notify the student, the instructor and the Instructional Dean of their decision in writing, to include the grade appeal form. Both the student and faculty member have **10 business days** from the Vice President's response to appeal the decision, in writing, through a hearing of an Academic Appeals Committee. To appeal, the student or faculty must present a copy of the completed Student Grade Appeal Form which clearly explains the basis of the appeal, the evidence of the appeal, supporting documentation, and the signatures of the instructor, Instructional Dean and Vice President of Academic Affairs.

Appeals should be submitted to the Associate Vice President of Academic Affairs. The Associate Vice President of Academic Affairs will call a meeting of the Academic Appeal Committee with, at a minimum, faculty representation from all academic divisions. If necessary, the presence of a non-voting content specialist can be requested by the committee once supporting documentation has been reviewed. The Academic Appeals Committee Chair shall notify the student, the instructor, and the Vice President of Academic Affairs of the time and location of the hearing in writing. The committee shall have the power to allow the assigned grade to stand or to be changed. Its decision must be formally announced to all parties in writing. The time schedule allowed for completion of the action of the Committee shall be 15 business days. The hearing committee procedures will provide due process as outlined in the Nashville State Student Code of Conduct. Pending resolution of the appeal, consequences of the contested grade will stand.