

## Secondary Articulation Grievance Procedure

### Grade Appeal Policy

Student appeals concerning an articulated grade should be resolved by conference between the student and the Dean of the division in which the grade was assigned within 45 calendar days from the day grades are loaded into the student database, as stated in the timetable. If the grade is not resolved, the student may begin the formal grade appeal process.

### Grounds for Appeal

*Errors in calculation:* The student appeals an error made in the mathematical calculations of graded material.

*Errors in course practices:* The student contends that there was a gross disparity between the stated articulation procedure and the manner in which the articulation process was conducted in regards to the treatment of the individual student.

The student will be required to provide a written description detailing how the criteria for appeal have been met in his/her particular circumstance.

### Procedures for Appeal

1. Following the initial conference with the division dean, the student has 7 calendar days to complete the articulated Grade Appeal Form, which may be obtained from the division secretary in each division. The student must sign and date the completed form in the presence of the Dean at a mutually agreed upon time.
2. The response from the technical dean/deans must be submitted to the student within 7 calendar days of the Dean's signature. If the student wishes to further the appeal, the dean must sign the Grade Appeal Form and submit the form to the Vice-President for Academic Affairs.
3. The response from the Vice-President of Academic Affairs must be submitted to the student within 7 calendar days of the technical dean's signature. If the student wishes to further the appeal, the Vice-President of Academic Affairs will submit the Grade Appeal Form to the Academic Affairs Committee.
4. The Academic Affairs Committee will hear the appeal at the next regularly scheduled meeting. The Academic Affairs Committee will render a response at the conclusion of the meeting. The response will be submitted to the student within 7 calendar days of the decision.
5. If the student wishes to further pursue the appeal, the Vice President of Academic Affairs will take the appeal to the President. The President will have 7 calendar days to render a decision. The President's decision is final.

### Other Information

1. The number of days indicated at each level of the appeal process shall be considered the maximum, but every effort should be made to expedite the process.

2. The failure of the student to proceed from one level of the appeal procedure to the next level within the prescribed time limit shall be deemed to be an acceptance of the outcome previously rendered. All further considerations and proceedings regarding that particular appeal shall cease at that point.
3. An articulated grade appeal may be withdrawn by the student at any level without prejudice.
4. All appeal proceedings shall be kept as confidential as may be appropriate at each level.
5. Individuals (department head, division dean, Vice-President) involved in grade appeal procedures shall have reasonable access to all official records for information necessary to the determination of an outcome.

CLEVELAND STATE COMMUNITY COLLEGE  
STUDENT GRADE APPEAL FORM

NAME: \_\_\_\_\_ STUDENT ID # \_\_\_\_\_

COURSE, SECTION, TITLE  
\_\_\_\_\_

INSTRUCTOR \_\_\_\_\_ SEMESTER \_\_\_\_\_ YEAR \_\_\_\_\_

**Step 1: REASON FOR APPEAL AND DESIRED OUTCOME: (Student Completes)**

- Attach detailed explanation if necessary. Please refer to the Grade Appeal Policy as stated in the articulation agreement.
- Must be submitted to the dean within 45 calendar days from the day grades are loaded in the student database, as stated in the timetable.

Date of initial conference: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(To be signed, dated, and submitted in the presence of the dean)

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**Step 2: DIVISION DEAN REVIEW/RECOMMENDATION**

Response:  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

(Student may appeal to Vice President for Academic Affairs within 7 calendar days of Division Dean's signature)

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**Step 3: VICE PRESIDENT FOR ACADEMIC AFFAIRS**

Response:  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

(Student may appeal to Academic Affairs Committee within 7 calendar days of VP for Academic Affairs' signature)

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**Step 4: ACADEMIC AFFAIRS COMMITTEE** – decision must be submitted by the end of the next regular meeting of the Academic Affairs Committee.

Response: \_\_\_\_\_ Date \_\_\_\_\_

**(Student may appeal to President)**

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**Step 5: PRESIDENT (Final Decision)** – decision must be submitted within 7 calendar days of the Academic Affairs Committee Meeting

Response:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_