

Grade Appeal Procedure

1. Purpose

The College of Southern Idaho seeks to maintain high academic standards while protecting objectivity, accuracy, and fairness in the grading of student performance. The College, therefore, empowers faculty to assess and judge all aspects of a student's academic performance. Within the guidelines of College policy, faculty use their professional judgement to assign grades. When students disagree with the final grade that has been assigned, they have the right to appeal.

This procedure applies only to the appeal of a student's final grade in a course. Grades on individual assignments and exams should be discussed with the instructor and/or Department Chair soon after the grade has been assigned. However, grades on individual assignments and exams may be cited as evidence to support a grade appeal if the initial discussion did not end in a decision that was satisfactory to the student.

2. Distinguishing Grade Appeals from Other Complaints

This appeal process seeks to bring resolution when a student contests a final course grade based on one or more of the Grade Appeal Rationales listed below:

Grade Appeal Rationale Categories:

- a. The course grade was based on factors other than a student's academic performance
- b. The course grade was based on standards not previously communicated, as evident in the course syllabus, that were substantial and/or unreasonable and significantly affected the final grade
- c. The course grade was significantly affected by inaccurate course content/instruction.
- d. The course grade was significantly affected by inaccurate assessment (e.g., assessment and instruction not aligned).

The grade appeal process does not deal with complaints about general conduct of instructors, quality of instruction, discrimination, issues of academic integrity, or unequal treatment or harassment based on a protected class. These complaints should be resolved using different complaint/grievance processes. Please contact a department chair or dean or use the school's general grievance process to resolve any such complaints.

3. Formal Appeal:

Before filing a formal appeal, students are encouraged to resolve grade disputes with their instructors informally, by discussing their concerns and seeking clarification about the grading process. If necessary, students should be encouraged to contact the appropriate department chair for assistance with this discussion. If the student is unable to resolve the issue through informal discussion, they may file a formal appeal.

To initiate a formal appeal, a student should email the Office of the Registrar at records@csi.edu. The email should include the student's name, CSI student ID number, the section number of the course for which the grade is being appealed, and the rationale for the appeal, including supporting documentation/evidence. Formal appeals must be initiated within five (5) business days* after semester grades are due to be posted.

Upon receipt of a formal appeal (from the Registrar), the appropriate Instructional Dean will notify the implicated faculty member and convene a Grade Appeal Committee (made up of at least 5 members plus the Registrar) of both faculty and staff. Both the student who appealed and the instructor who assigned the appealed grade will have the right to present information to the committee should they wish. The committee process will happen as quickly as possible to provide the student with the information they will possibly need in order to register for subsequent classes, apply to programs, etc.

The decision of the committee is final. The Registrar will take from the committee any relevant documentation and decision-making materials that they feel need entered into the student record and will be responsible for closing the process.

*Business days are days the College is open for business.