

## Academic Appeals

Central Alabama Community College emphasizes a grading system based on ~~defined~~ evaluative criteria and meaningful feedback. Faculty are responsible for providing substantive, timely feedback about student work based on clearly articulated standards. ~~Grade~~ appeals process exists for students who have evidence of a clerical grading error, arbitrary or capricious grading, or bias. In the absence of those reasons, appeals may not request a reevaluation of graded work. Grade appeals related to an ~~individual~~ test, paper, or other assignment within a course are not permitted. (Students with complaints related to any other matter must follow ~~the~~ Complaint and Grievance Procedures outlined in the College Catalog and Student Handbook.)

1. The student must make the initial appeal to the instructor within ten (10) business days of the beginning of the subsequent term.
2. Mini-term: the student must make the initial appeal within ten (10) business days of the subsequent ~~mini~~ term.
3. Fall term: the student must make the initial appeal within ten (10) business days of the subsequent spring term.
4. Spring term: the student must make the initial appeal within ten (10) business days of the subsequent fall term.
5. Summer term: the student must make the initial appeal within ten (10) business days of the subsequent fall term.
6. The student shall have ten (10) business days to file an appeal at each subsequent stage if necessary.

### Appeals Process

1. To begin an appeal, the student shall request a meeting with the instructor. Appeals may not be made by parents, guardians, or proxies. The student shall meet with the instructor in person or virtually to discuss the grading process. It is the student's ~~responsibility~~ to demonstrate the appeal's merit. The instructor shall produce any graded work that remains in the instructor's possession, explain how grades have been calculated, and if needed recalculate the grade to determine if there has been a ~~clerical~~

2. If the student and instructor cannot successfully resolve the disputed grade, the student may further appeal by submitting to the instructor's supervisor (division chairperson or, in nursing appeals, the Health Science Program Administrator) the Grade Appeals form available from the Office of the Dean of Academic Programs. If the instructor issuing the grade is the chairperson of the respective division or program, the student may appeal directly to the appropriate instructional dean, either the Dean of Academic Programs or the Dean of Workforce and Economic Development.