

Student Affairs and Disciplinary Policies

3.7 Grade Appeal and Academic Grievances

Policy

Students may not appeal grades assigned by faculty during the academic semester, but may speak with the instructor and the Chief Academic Officer if necessary, about their concerns regarding grading and faculty academic conduct. The instructor (and CAO, if involved) will work with students to find solutions during the semester. If a student believes their concerns were not addressed, once a final grade has been assigned for a class by the Office of the Registrar, students have the right to appeal. A student may appeal final grades which they can demonstrate were assigned arbitrarily, capriciously and/or because of prejudice or clerical error by the instructor of the course. No other reason for a grade change will be accepted. The process for appealing a grade is as follows:

Procedures

1. The student contacts the instructor and attempts to settle any disputes within one (1) week after the beginning of the following semester (summer excluded). If the instructor agrees, he/she must submit a Grade Change Form to the Chief Academic Officer.
2. If the instructor does not agree, the student may submit a Grade Appeal Request Form directly to the CAO within one (1) week of the meeting with the instructor. The written letter of appeal must contain the following information:
 - a. Reason for grade change request:
 - i. Any information regarding an arbitrary grade awarded inconsistently with the published grading scale in the course syllabus
 - ii. Any information regarding a capricious grade awarded with no basis on actual work performance or submission in the course
 - iii. Any information regarding a prejudicial grade awarded based on race, religion, nationality or gender
 - iv. Any information regarding a clerical error found in grade computation, for example, mathematical errors, processing paperwork, etc.
 - b. Evidence to support the claim of an error by the instructor
 - c. The instructor must submit a detailed explanation of the criteria and calculation for the student's grade on the Grade Appeal Response Form
3. After reviewing the student's claim and the instructor's response, and all evidence, the CAO will sanction the grade change if evidence is shown to support one of the four reasons listed above. If evidence is not submitted or another reason is presented, the request will be denied. A written response of the decision will be sent to the student and the instructor. This correspondence will be forwarded via the Appeal Decision Form.
4. A grade appeal must be resolved by the end of the following semester, summer session excluded.
5. In the event that an appeal is submitted regarding a grade assigned by an instructor no longer employed at VFMC, the appeal should be made directly to the CAO. The CAO will gather as much grade evidence as possible to determine if an appeal should be approved or rejected and make the determination on that evidence.
6. If the appeal results in a grade change, the instructor will then need to complete a Grade Change Form and forward it to the Registrar for processing.

7. Grade appeal decisions made by the CAO may only be challenged if the student can demonstrate that the appeal was denied arbitrarily, capriciously, or with prejudice by the CAO. In such cases, the student may request the Dean of College Services to review the file as part of a formal grievance process.

8. Upon review of the appeal, the Dean of College Services can either dismiss the grievance, follow the grievance policy, or take the matter directly to the President for review.

Policy Owners

Provost
Dean of College Services

Policy Access and Publication

This policy is published in the annual course catalog and is online at <https://www.vfmac.edu/valley-forge-military-college/> Policy Manual

Policy Adoption and Revision History

Adopted: 2020
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