



California Institute of Integral Studies

Policies, Procedures and Documents: **Grade Changes and Appeal Procedure**

Grading requires the instructor to evaluate a student's academic performance both objectively and subjectively. CIIS will assume that this evaluation has integrity and require a student appealing the grade to supply evidence that the instructor made an error or was biased. Students may appeal a grade no later than the last day of the semester following the one in which the course was completed (excluding Summer). The appeals process will be completed by the end of the semester following the one in which the appeal was filed (excluding Summer).
Procedure:

1. Students should address a concern about a grade to the instructor. Normally, grade appeals are resolved this way. If the instructor agrees to change the grade, the student should submit the Grade Change Form to the instructor, who should submit it to his or her Department/Program Chair along with an explanation of the reasons for the change. If the chair approves of the change, he or she will sign the form and submit it and the explanation to the Registrar. If the Registrar approves of the change, the student's record will be updated. The Registrar will inform the student, the instructor, and the chair of the decision either way.
2. If the student does not resolve the concern with the instructor, he or she should write a statement explaining why he or she believes the grade was based on instructor error or bias, attach supporting factual evidence, and submit it, along with the Grade Change Form, to the chair of the program in which the course is housed. If the instructor and the chair are the same person, then the appeal documentation is submitted to the Dean of Academic Administration and Planning. The Dean will bring it to the school's Program Chairs, who will designate one within their group to respond.
3. The Program Chair may contact both parties to determine whether informal resolution is possible. If resolution is not achieved this way, the Program Chair will forward the appeal to the Program Committee (or to an ad hoc Appeal Committee of faculty within the program or the school). The instructor whose grade is under dispute will not be part of the Committee.
4. The Committee will decide whether or not to change the grade and contact the student and instructor. If the decision is made to change the grade, the Committee will determine the new grade and forward the Grade Change Form to the Registrar, who will update the student's record. The Program Chair will notify the student and the faculty member of the decision either way.
5. The decision of the Program Committee or ad hoc Appeal Committee is final; no appeals will be considered by Deans, the Academic Vice President, or the President.