



College of The Albemarle Policy

Policy Number: 5.2.5

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Title: Grade Appeal

Related Policy and Procedures: Policy 5.2.4 Grading System; Procedure 5.2.5.1 Grade Appeal

Division of Responsibility: Learning; Student Success and Enrollment Management

This Policy shall apply to grade appeals for both curriculum and continuing education courses. Grade issues pertaining to Student Code of Conduct or Discrimination and Harassment policies shall follow those processes for resolution prior to review by the Grade Appeal policy. The grade appeal process applies only to final course grades.

In the event a student appeals a final grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. For sequential classes that have a clinical component, the student will be allowed to take the academic coursework, but will not be allowed to participate in the clinical component of the class until the appeal is resolved. If the grade is upheld, the student will be administratively dropped from the course and refunded the tuition.

Evaluation of student performance is based upon the professional judgment and grading requirements of the faculty teaching the course. Faculty members are responsible for ensuring students are free from arbitrary, capricious, or erroneous grading. Appeals of attendance and other academically related requirements which impact final grades shall fall under this grade appeal policy. Only the student who receives the grade may appeal the grade; the appeal must justify the need for a change of the grade based on one or more of the following three criteria:

- Arbitrary:

The grade awarded represents a substantial departure from accepted academic norms and was assigned in a manner that was not clearly articulated or was inconsistent with stated standards.

- Capricious:

The grade awarded was motivated by bias or some other basis other than performance in the course and is not indicative of the student's academic performance; or was assigned in a manner other than those used for other students in the course.

- Error:

The instructor made a mistake in calculation or other clerical error in submission of the grade.

The president, or designee, is to develop procedures for grade appeals of final grades for all courses at the College that are unrelated to issues pertaining to the Code of Student Conduct and Discrimination and Harassment policies.

June 13, 2023

April 14, 2026

N/A

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision