

Policy Number: 05.003

Policy Title: Grade Mediation: Appealing a Grade or Narrative Evaluation

Policy Type: Instruction Related Policy

Responsible Parties: VPAA, APRC, Registrar

Governing Body: Faculty Assembly

Adoption Date: August 13, 2013

Effective Date: October 8, 20213

Grade Mediation: Appealing a Grade or Narrative Evaluation

Students may appeal grades and narrative evaluations on procedural grounds. That is, they may question whether the grade was awarded fairly, or the narrative written properly, according to clear standards, and in a manner consistent with stated policies of Antioch College. An appeal begins with a conversation between the student and instructor. If this discussion does not lead to a conclusion, the student, after consultation with their faculty advisor, may contact the Vice President for Academic Affairs (VPAA). The VPAA's primary role in the process is as a mediator. The VPAA may advise the student on the merits of the case and shall, at the request of the student, mediate between student and instructor. This mediation must occur within one academic term after completion of the course. A meeting of all parties or separate meetings of the VPAA with each party may be arranged. Sometimes the VPAA may recuse her/himself and refer the case to the Associate Dean of Academic Affairs (ADAA) or another academic administrator. Under no circumstances is the VPAA, the ADAA, or any academic administrator allowed to change the grade or narrative evaluation assigned by the Instructor of Record. If at any point in the process the Instructor of Record discovers that the grade/narrative in question was due to an error (miscalculation, incorrect transcription, typographical error, etc.), then the Instructor of Record is free to change the grade/narrative according to the Change of Grade Policy found in this Catalog.

If this mediation does not lead to a result agreeable to the parties, either or both may request a mediation hearing before the Academic Policy and Review Committee (APRC). The VPAA (or her/his designee) shall request a special session of APRC. The hearings shall be recorded during the presentation and discussion of evidence with all parties present. APRC shall meet in executive session for deliberation, which will include a comprehensive review of the documents of the case. After deliberation, a recommendation is presented, which will reflect an equitable review in the interest of both parties as it seeks to determine if grading procedures/evaluation processes were somehow faulty and if a remedy is feasible. The recommendation of APRC will be deemed final and shall be recorded in the student's record in the Registrar's Office. APRC may not change the grade assigned by the Instructor of Record except in clear cases of professional misconduct. If APRC believes misconduct has taken place, the committee shall formally notify the VPAA for possible further action. While APRC may not change a narrative evaluation, it may have the Registrar remove the narrative evaluation in question from the student's official record.