



GRADE APPEAL HEARING

Dean of Enrollment Services Office

Revised February 2022)

- 1) The Dean of Enrollment Services makes opening remarks and discusses the basis for the grade appeal.
 - a. The hearing will be recorded by the Committee, and no others are permitted to record the proceedings.
 - b. The hearing is confidential and closed to the public. All papers presented and submitted must remain with the Committee. Cell phones are not permitted.
 - c. All present at the hearing will introduce themselves.

- 2) The hearing is structured as follows:
 - a. 10 minutes - Student presents their opening remarks/calls their witnesses
 - b. 10 minutes - Instructor presents their opening remarks/calls their witnesses
 - c. 25 minutes - Committee asks questions of student, faculty, and witnesses
 - d. 5 minutes - Student presents their closing remarks
 - e. 5 minutes - Instructor presents their closing remarks/calls their witnesses
 - f. All parties are dismissed
 - g. Committee deliberates

- 3) The Committee will deliberate to render a decision on whether the student met the standard of proof for the basis of the grade appeal (mistake, fraud, incompetency, bad faith).
 - a. If the basis of the grade appeal has been proven, the Committee will consider if a grade change is warranted based on the evidence presented.
 - b. Both parties will be notified of the Committee's decision in writing via SMC email within (10) ten working days from the date of the hearing.