



The Grade Appeal Hearing

1. The Dean of Enrollment Services makes opening remarks and discusses the basis for the grade appeal. The hearing will be recorded by the Committee, and no others are permitted to record the proceedings. The hearing is confidential and closed to the public. All papers presented and submitted must remain with the Committee. Cell phones are not permitted.
2. All present at the hearing will introduce themselves.
3. The hearing is structured as follows:
 - a. 10 minutes - student presents his or her appeal (must include any witness(es) testimony during this time)
 - b. 10 minutes - faculty member presents his or her response to the appeal
 - c. 5 minutes - student responds to the faculty's statement (if desired)
 - d. 25 minutes - committee asks questions of either the student or the faculty
 - e. 5 minutes - faculty makes a closing statement
 - f. 5 minutes - student makes a closing statement
 - g. 5 minutes - committee asks final questions for clarification
4. Once the hearing is concluded, the student, faculty, and any witnesses present are dismissed.
 - a. 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). 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.