

## NASSAU COMMUNITY COLLEGE GRADE GRIEVANCE PROCEDURES

Students who believe that there has been a violation of a specific policy or procedure as stated in either the NCC catalog or the grieved instructor's course syllabus that adversely affected their final grade in a particular course may appeal their grade. This must be done before the appropriate deadline.

Students should be aware that there is a designated grade grievance advisor in the Academic Standing Committee who can assist in understanding the required procedures and in preparing the required form. The grade grievance advisor may be reached by contacting: [AcademicStandingCommittee@ncc.edu](mailto:AcademicStandingCommittee@ncc.edu).

The student must ensure that each step is carried out and that all deadlines are met. For a course taken during the FALL or WINTERIM semesters, the student must file the grievance with the instructor before the end of the fifth week of the following SPRING semester. For a course taken during the SPRING or SUMMER semesters, the student must file the grievance with the instructor before the end of the fifth week of the following FALL SEMESTER.

Each step must be completed before proceeding. Failure by the instructor or the instructor's department chairperson to hold an appropriate discussion and render a decision within two (2) weeks of receiving the grievance shall permit the student to proceed to the next step. Failure by the student to appeal the decision by the instructor or the instructor's department chairperson by going to the next step within one (1) week of receiving such decision will terminate the grievance without appeal.

- ⇒ **STEP 1** The student must discuss the grade with the instructor. If the matter cannot be resolved, the student may file a formal grievance. The student must complete the grade grievance form and attach a signed and dated statement explaining the grievance. In the statement, the student must specify which policy or procedure in the syllabus or the [NCC Catalog](#) he or she believes the instructor violated. The student must also specify how the alleged violation adversely impacted his or her final grade. The instructor must sign and date the form acknowledging receipt of the grievance and that a decision has been reached. If the instructor does not agree to a change of the final grade, the instructor must attach a statement explaining his or her decision along with a copy of the course syllabus. The student must sign and date the form indicating his or her receipt of the instructor's decision. The instructor must give the student a copy of the form after both have signed and dated it. If the grievance remains unresolved, the student may proceed to STEP 2.
- ⇒ **STEP 2** The student must submit the form and all accompanying documents from **STEP 1** to the instructor's department chairperson. The department chairperson must sign and date the form acknowledging receipt of the grievance. The department chairperson must state whether or not the student has presented evidence of a possible violation of a policy or procedure in either the NCC catalog or the grieved instructor's course syllabus. If the department chairperson does not believe that there is evidence of a possible violation, the chairperson must attach a statement explaining his or her decision. The student may proceed to STEP 3 if the student disagrees with the chairperson's decision and the grievance remains unresolved. That is, the student may proceed to STEP 3 regardless of the chairperson's decision.
- ⇒ **STEP 3** The student may request a determination by the Academic Standing Committee by submitting the form and all accompanying documents from **STEP 2** to the chairperson of the Academic Standing Committee. The Academic Standing chairperson must sign and date the form to indicate the receipt of the grievance. **If the Academic Standing Committee chairperson concludes that there is no evidence of a possible violation as noted above, then the grievance will be dismissed without a further hearing. The Academic Standing Committee chairperson's decision will be binding.** The Academic Standing Committee chairperson must give copies of the form and the decision letter to the student, the instructor, the department chairperson, the area dean, and the Academic Senate. The Academic Standing Committee chairperson's decision shall be made within a reasonable period of time.

If there is evidence that the grade was awarded in possible violation as noted above, the Academic Standing chairperson will convene an Ad Hoc Committee to determine whether there has been a violation (STEP 4).

- ⇒ **STEP 4** The chairperson of the Academic Standing Committee must submit the form and all accompanying documents from **STEP 3** to the Ad Hoc Committee. The Academic Standing co-chair of the Ad Hoc Committee must sign and date the form to indicate the receipt of the grievance. The Academic Standing Committee chairperson will notify the student and instructor of the date and time of the Ad Hoc Committee's hearing; both have the right to appear. The Ad Hoc Committee will be a joint committee consisting of three (3) members from the concerned department's Personnel and Budget Committee, three (3) faculty members from the Academic Standing Committee, and one (1) student representative from the Student Government Association. There will be co-chairs of the Ad Hoc Committee, one (1) member of the Personnel and Budget Committee and one (1) member of the Academic Standing Committee. After a hearing, the Ad Hoc Committee will deliberate and vote on the student's grade grievance. A student's grade grievance will be upheld if two thirds (2/3) of the Personnel and Budget Committee members and two thirds (2/3) of the faculty members from the Academic Standing committee find in favor of the student. The Ad Hoc Committee will not re-evaluate a student's work in deciding a grade grievance. The student's grade can be adjusted only if there has been a violation of a specific policy or procedure as stated in either the NCC Catalog or the grievance instructor's own course syllabus that adversely affected a student's grade.
- ⇒ **STEP 5** In cases where the student's grade grievance has been upheld, the Personnel and Budget members of the Ad Hoc committee (in consultation with the other members of the Ad Hoc Committee) will decide what grade to award the student using the grieved faculty member's grading policy for the specific class, if at all possible. **The Ad Hoc Committee's decision will be binding.**

**NO GRIEVANCE INVOLVING AN ALLEGATION OF CIVIL RIGHTS VIOLATIONS WILL BE ENTERTAINED UNTIL THE APPROPRIATE COLLEGE AUTHORITIES HAVE DETERMINED THAT SUCH A VIOLATION TOOK PLACE.**

The Academic Standing Committee chairperson will send a letter to the student, the instructor, the department chairperson, the area dean, and the Academic Senate, indicating the outcome of STEPS 4 and 5, as appropriate.

## NASSAU COMMUNITY COLLEGE GRADE GRIEVANCE FORM

Student's Name

Student's ID Number

Course and Section

Course CRN Number

Semester/Year Course Taken

Grade Issued

Instructor's Name

Date

### ⇒ **STEP 1: STUDENT AND INSTRUCTOR**

(A) **STUDENT:** Please attach a statement explaining your grievance. The statement must:

- i. Specify which policy or procedure in the syllabus or the [NCC Catalog](#) you believe the instructor violated, and
- ii. Specify how the alleged violation adversely impacted your final grade.

If you wish, you may contact the Grade Grievance Advisor for assistance preparing your statement. You may contact the Grade Grievance Advisor at [AcademicStandingCommittee@ncc.edu](mailto:AcademicStandingCommittee@ncc.edu).

(B) **INSTRUCTOR:** Please sign and date this form to indicate the receipt of the student's grievance.

\_\_\_\_\_  
*Instructor's Signature*

\_\_\_\_\_  
*Date*

(C) **INSTRUCTOR:** Do you agree to a change of the final grade:

YES

NO

If you do not agree to a change of the final grade, please attach:

- i. A statement explaining your decision, and
- ii. A copy of the course syllabus.

\_\_\_\_\_  
*Instructor's Signature*

\_\_\_\_\_  
*Date*

(D) **STUDENT:** Please sign and date this form to indicate your receipt of the instructor's decision.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

### **STEP 2: STUDENT AND DEPARTMENT CHAIRPERSON**

(A) **STUDENT:** Please submit the form and all accompanying documents from **Step 1** to the department Chairperson.

(B) **DEPT. CHAIRPERSON:** Please sign and date this form to indicate the receipt of the student's grievance.

\_\_\_\_\_  
*Dept. Chairperson's Signature*

\_\_\_\_\_  
*Date*

(C) **DEPT. CHAIRPERSON:** Do you believe that there is evidence of a possible violation of a specific policy or procedure as stated in either the NCC Catalog or in the grieved instructor's course syllabus?  
 YES  NO

i. If you do not believe that there is evidence of a possible violation, please attach a statement explaining your decision.

\_\_\_\_\_  
*Dept. Chairperson's Signature*

\_\_\_\_\_  
*Date*

⇒ **STEP 3: STUDENT AND ACADEMIC STANDING COMMITTEE CHAIRPERSON**

(A) **STUDENT:** Please submit the form and all accompanying documents from **Step 2** to the Academic Standing Committee Chairperson.

(B) **ASC CHAIRPERSON:** Please sign and date this form to indicate the receipt of the grievance.

\_\_\_\_\_  
*ASC Chairperson's Signature*

\_\_\_\_\_  
*Date*

(C) **ASC CHAIRPERSON:** Do you believe that there is evidence of a possible violation of a specific policy or procedure as stated in either the NCC Catalog or in the grieved instructor's course syllabus?  
 YES  NO

\_\_\_\_\_  
*ASC Chairperson's Signature*

\_\_\_\_\_  
*Date*

**STEP 4: ACADEMIC STANDING COMMITTEE CHAIRPERSON AND AD HOC COMMITTEE**

(A) **ASC CHAIRPERSON:** Please submit the form and all accompanying documents from **Step 3** to the Ad Hoc Committee.

(B) **ASC CO-CHAIR OF THE AD HOC COMMITTEE:** Please sign and date this form to indicate the receipt of the grievance.

\_\_\_\_\_  
*ASC Co-Chairperson's Signature*

\_\_\_\_\_  
*Date*

(C) **AD HOC COMMITTEE:** Do you grant the student's grade grievance:  YES  NO

\_\_\_\_\_  
*P&B Co-Chairperson's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*ASC Co-Chairperson's Signature*

\_\_\_\_\_  
*Date*

⇒ **STEP 5: AD HOC COMMITTEE**

(A) **DEPARTMENT P&B:** Please indicate the student's original final grade and the student's final adjusted grade.

\_\_\_\_\_  
*Student's Original Final Grade*

\_\_\_\_\_  
*Student's Adjusted Final Grade*

(B) **P&B CO-CHAIRPERSON OF THE AD HOC COMMITTEE:** Please sign and date the form.

\_\_\_\_\_  
*P&B Co-Chairperson's Signature*

\_\_\_\_\_  
*Date*