

## **STUDENT GRADE APPEALS: BMCC PROCEDURE**

Students who wish to challenge a faculty grading decision should follow BMCC's four-step grade appeals procedure. (For complaints not related to grades, read the **STUDENT SERVICES** section).

Step 1: Students who wish to appeal a grade assigned by a BMCC faculty must do so in writing addressed to the faculty member, clearly stating the basis for the appeal and attaching any documentation, with a copy submitted to the Dean of Student Services. The deadline for grade appeals is **Friday at noon of the third week after the end of the semester** for which the grade was received.

Step 2: If the student is not satisfied with the faculty member's response, then the student must file a written complaint with the Chair of the Department. (If the faculty member whose grade is disputed also serves as the Chair of the Department, follow Step 3). The Department Chair shall provide the student with a written decision, a copy of which will be filed with the Vice President of Academics, the Registrar, and the Dean of Student Services.

Step 3: If the student's written complaint is not resolved to satisfaction at Step 2 and the student wants to continue to pursue the complaint, within 10 days of receiving the Department Chair's decision, the student may appeal to the Vice President of Academics (or to a person designated by the Vice President of Academics). The Vice President of Academics (or the designated person) will chair a committee and

- a. select three additional committee members (see BMCC Appeals Committee)
- b. set a hearing date
- c. notify the student of the hearing date and the student's right to address the committee
- d. notify the student in writing of the findings and recommendations of the committee within ten (10) working days of the hearing

Step 4: If the student's complaint is not resolved at Step 3, and the student wants to continue to pursue the complaint, the student may appeal to the President (or the President's designated person) within 10 days of receiving the decision from the Vice President of Academics. The decision of the President (or the President's designated person) is final and binding.