

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3430 GRADE APPEAL POLICY

Students have the right to ask instructors for an explanation for any grade received. Students may formally appeal a final course grade. All grade appeals must be directed first to the instructor who assigned the disputed grade, as within the College, the faculty retains the responsibility of assigning grades. The College cannot change the grade assigned by an instructor unless presented with clear and convincing evidence that the instructor's grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the common course outline and course syllabus.

GRADE APPEAL PROCEDURE

Informal Appeal

1. The student has the responsibility to discuss disagreements over grades received with the instructor who assigned the grade first.

Formal Appeal

1. If the informal process does not resolve the matter, the student may file a formal grade appeal in writing by using the Student Appeal form. This form must be submitted within 30 days of the term posting date.
2. The registrar's office will forward the appeal to the appropriate Dean of Academic Affairs for consideration.
3. The Dean will discuss the issue with the student and the faculty member to gather information and attempt to resolve the issue as appropriate. The Dean, at his or her discretion, may also convene an ad hoc committee of faculty to advise him or her in the consideration of the appeal.
4. The Dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision within ten academic days of the receipt of the grade appeal.
5. The student may appeal the Dean's decision within ten days by writing to the Chief Academic Officer, if there is additional relevant information that supports the appeal.

Date of Implementation:

Date of Adoption: 6/2/04

Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06;

AASC Approved 2/12/08

1/27/09 Reviewed

3/26/10 – Reviewed

12/2/10 Made change to title of form; Student Appeal/Petition to Student Appeal

3/29/11 – Revised

AASC Approved 4/5/11

Cabinet Approved 4/28/11