

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3430 GRADE APPEAL

Students have the right to ask instructors for an explanation for any grade received. Students may formally appeal a final course grade. 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.

#### 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 Appeal Form. This form must be submitted within 30 days of the term posting date to the campus registrar's office.
2. The registrar's office will forward the appeal to the appropriate academic dean for consideration.
3. The academic dean will discuss the issue with the student, faculty member, and others to gather information and attempt to resolve the issue as appropriate.
4. The academic 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 academic dean's decision within ten days by writing to the senior academic officer (SAO). It is recommended that additional supporting information be included with this appeal. This decision is final and binding.

#### *Date of Implementation:*

#### *Date of Adoption:*

*06/02/04*

#### *Date & Subject of Revisions:*

*05/09/06 AASC Reviewed*

*05/18/06 Executive Council Approval*

*02/12/08 AASC Reviewed*

*01/27/09 Reviewed*

*03/26/10 Reviewed*

*12/02/10 Made change to title of form; Student Appeal/Petition to Student Appeal*

*03/29/11 Revised*

*04/05/11 AASC Reviewed*

*04/28/11 Cabinet Approval*

*03/05/12 Reviewed*

*03/19/13 Reviewed*

*04/07/14 Reviewed*

*03/17/15 Reviewed*

*03/23/16 Revised*

*04/12/16 AASC Reviewed*

*03/24/17 Reviewed*

*04/13/18 Revised*  
*05/09/18 AASC Reviewed*  
*04/11/19 Revised*  
*04/10/20 Revised*  
*03/15/21 Reviewed*  
*03/16/22 Reviewed*