

DIN: 3320-1-02
Title of Policy: Grade Appeals

Policy

Learners who think they have been unfairly assigned a grade have the right to seek remedy through the College’s designated [Appeals and Grievances Process](#). Learners should use available informal means (direct conversation) to resolve disputes before filing an appeal. There will be no retaliation of any kind against learners, faculty or staff who participate in a grade appeal. The Appeals and Grievances process is explained in the Campus Handbook.

Grade appeals must be submitted in writing on the [Learner Academic Appeal Form](#). Learners have one semester from the end of the semester in which the grade was earned to appeal the grade. Grade appeals are reviewed by the Appeals and Grievances Committee. The Appeals and Grievances Committee reports the findings directly to the learner who submitted the appeal. If the learner believes the decision has procedural errors that provide a basis for appeal of the decision, such appeals must be submitted to the Dean for review of due process.

College administration reserves the authority to make the changes it deems necessary to final grades recorded on learner transcripts. Administrative grade changes are not made as the result of a difference in judgment as to the appropriateness of the grade; rather, a grade change by administration is warranted only where the college determines that the grade was based in whole or in part on impermissible factors, including but not limited to discrimination, prejudiced or capricious evaluation or evaluation on the basis of a learner’s opinions or conduct in matters unrelated to academic standards, retaliation or retribution, inconsistency with course syllabus, or similar factors in accordance with [MnSCU Board Policy 3.1, Parts 2 and 9](#).

Purpose

To assure due process for learner grade appeals.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Dean	Ensure that the Grade Appeals policy and process is implemented and communicated to learners. Ensure due process and policy/procedure consistency. Decide on appeals of due process.
Appeal and Grievance Committee	Review learner appeals and grievances if an informal discussion of a learner complaint cannot produce an acceptable remedy. Make determination on appeals and grievances submitted by learners in accordance with the Appeals and Grievance policy and process.
Appeal Committee Chair	Accept Grade Appeal
Learner	File Grade Appeal in accordance with the Appeals and Grievances policy and process.

Supporting References

Listed below are college document(s) that support this policy:
 3320-2-01 Appeals and Grievance Process

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Document Number:3320-1-02	Rev. 11-08, 9-09	Page 1 of 2	Level #1
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Approved: Dr. Quistgaard	Date: 1-31-08	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/> x

[3320-4-01 Appeals and Grievance Form](#)

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

MnSCU Policy 3.8 <http://www.mnscu.edu/board/policy/308.html>

[MnSCU Board Policy 3.1, Parts 2 and 9.](#)

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