

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

Policy

Students who think they have been unfairly assigned a grade have the right to seek remedy through the College’s designated Appeals and Grievances Process. Students should use available informal means (direct conversation) to resolve disputes before filing an appeal. There will be no retaliation of any kind against students, faculty or staff who participate in a grade appeal. The Appeals and Grievances process is Policy 3320-1-01.

Students who wish to file a grade appeal should contact the Records Office in The One Stop for help in identifying the appropriate form and receiving information on process and timelines. Students 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 student who submitted the appeal. If the student believes the decision has procedural errors that provide a basis for appeal of the decision, such appeals must be submitted to the Vice President for review of due process.

College administration reserves the authority to make the changes it deems necessary to final grades recorded on student 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 student’s opinions or conduct in matters unrelated to academic standards, retaliation or retribution, inconsistency with course syllabus, or similar factors in accordance with: www.minnstate.edu/board/policy/301.html

Purpose

To assure due process for student grade appeals.

Responsibility

The table below describes responsibilities for this policy:

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

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Supporting References

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

Compliance References:

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

Minnesota State Policy 3.8

<http://www.minnstate.edu/board/policy/308.html>

<http://www.minnstate.edu/board/policy/301.html>

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