

NORTH HENNEPIN COMMUNITY COLLEGE

Campus Policy III.02.18.01		PROCEDURE ON ACADEMIC GRADE APPEAL
MnSCU Policy Section Campus Policy Section		3.1 III.02.18.01
President's Signature	John O'Brien	Date of Adoption [05-13-09] Revised 11/2012

PROCEDURE ON ACADEMIC GRADE APPEAL

SCOPE:

Students have the right to expect thoughtful and clearly defined approaches to grading. Students have the right to ask the faculty member for an explanation of any course grade received.

The Academic Grade Appeal Procedure is limited to cases where the student believes:

1. The faculty member made an error in the calculation of the grade.
2. The methods or criteria for evaluating academic performance as stated in the course syllabus or assignment sheet or communicated by the faculty member at the beginning of the course were not actually applied in determining the final grade, and/or
3. Faculty conduct with regard to grade determination was inconsistent with contractual responsibilities, NHCC Policies, and/or MnSCU Board Policies.

The student bears full responsibility to substantiate the claim that his/her final grade represents an error in calculation or the criteria for evaluating academic performance as stated in the syllabus was not followed.

TIME LIMITS:

Academic Grade Appeals must be initiated no later than one month after the final grade being appealed has been posted to the student transcript. In unusual circumstances, as determined by the College, the time frame for initiating a grade appeal may be extended.

Step 1: Meet with the Faculty Member (Informal Resolution)

Students should attempt to resolve grading concerns informally by talking directly with the faculty member before filing a Grade Appeal.

To expedite review of student concerns, students must complete the following:

- Arrange to meet with the faculty member outside of class, as soon as possible, and at a mutually convenient time to discuss the concern. Office hours are posted next to the faculty member's office door and are listed in the course syllabi.
- Be prepared to substantiate the claims and discuss fair and reasonable resolutions with the faculty member.

The faculty member is expected to discuss the grading concern with the student. If there is a change to the grade, the faculty member is responsible for submitting the grade change to Admissions and Registration.

Only if the faculty member is no longer working at the college or is otherwise unavailable as determined by the college (not available by traditional means of contact e.g. telephone, email,

text messaging; certified mail, etc.) does the student have the right to proceed with a formal grade appeal without first discussing the matter with the faculty member.

Step 2: Appeal to the Division Dean (Formal Resolution)

Students have the right to appeal the faculty member's decision to the appropriate Division Dean. An appeal must be submitted in writing using the Grade Appeal Form, and must include all supporting and relevant documents. Students are expected to retain a copy of all relevant materials for their records.

The Dean will review the appeal from the student, and consult with the faculty member. This process can occur separately or with the three parties meeting together. The Dean will notify the student in writing of the decision of the consultation, and provide a copy of the decision to the faculty member.

Step 3: Appeal to the Chief Academic Officer (Formal Resolution)

Students have the right to appeal the Dean's decision to the Chief Academic Officer. If new information becomes available, the appeal will be returned to the Dean for re-evaluation. The appeal must be submitted in writing using the Grade Appeal Form, and must include all supporting and relevant documents, including documentation of previous attempts to resolve the concern. Students are expected to retain a copy of all relevant materials for their records.

The Chief Academic Officer will review the appeal from the student, and consult with the faculty member and Dean. The Chief Academic Officer will notify the student in writing of the final decision of the consultation, and provide a copy of the decision to the faculty member and the Dean.

The decision of the Chief Academic Officer is final and binding. Appeals brought to the attention of the President, Board of Trustees, or Office of the Chancellor will be referred back to the Dean.

Extended or Permanent Absence of a Faculty Member

In the event of an extended or permanent absence of a faculty member (such as resignation, death, or other extended absence) review of the final grade will be coordinated by the Dean. The grading standards stated in the course syllabus will be utilized in this review. The department/discipline faculty members will determine the accuracy and consistency of the grade in consultation with the Dean. The Dean will notify the student in writing of the final decision of the consultation.

Contact Information for Deans and Chief Academic Officer is available on the College website: <http://www.nhcc.edu/Directory.aspx>