

MINNESOTA NORTH COLLEGE

Minnesota North College

3.8.2 Procedure and Process Grade Appeal

POLICY

In accordance with Minnesota State Colleges and Universities Board Policy 3.8.2:

Part 1. Purpose

The Academic Grade Appeal Policy provides the right to a final grade review in the event a student believes that a final course grade was calculated in error, in a manner inconsistent with the stated course grading policy or faculty conduct. This policy accompanies Minnesota State Board Policy 3.8 Student Complaints and Grievances.

Part 2. Scope

The grade appeal process may not challenge the faculty member's grading standard. Faculty have the right to establish individual standards and approaches to grading consistent with the principles of their discipline and academic freedom. The grade appeal process is not intended to grade or re-grade individual assignments or projects, but rather to determine if the final grade was assigned in an accurate or consistent manner. Individual faculty members are responsible for assigning grades; the college is responsible for recording and maintaining an official record of assigned grades.

Part 3. Policy

Grade appeals are reviewed in instances where students have a convincing argument and/or evidence that a final course grade is unfair, arbitrary, or capricious. Circumstances that warrant correction of assigned grades include:

- Consultation revealed a calculation error occurred.
- Consultation revealed the grade was inconsistent with the written grading standards for the course.
- Faculty conduct regarding grade determination was inconsistent with contractual responsibilities, college, and/or Minnesota State Board Policies.

Students are encouraged to talk to their instructors before beginning this process to attempt to resolve the matter informally. Student complaints and concerns about issues OTHER than final grades are to be resolved under the Student Complaints and Grievances policy.

Students must begin the procedures of this policy within two weeks of college notification of a final grade.

Grade Appeal Forms are available through the office of an academic dean or the Vice President of Academic and Student Affairs.

Responsible Administrator / Department

- Vice President of Academic and Student Affairs

Policy History

Adopted: xx/xx/2021

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Related Documents

- [Minnesota State Board Policy 3.8](#)

Related Forms

- Grade Appeal Form

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