

**Minnesota North College**

**3.8.1.a Grade Appeal Procedure**

**Procedure**

In accordance with Minnesota State Colleges and Universities Board Policy 3.8.1:

**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 procedure accompanies Minnesota State Board Policy 3.8 Student Complaints and Grievances.

**Part 2. Scope**

The grade appeal procedure 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 procedure 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. Procedure**

***Criteria***

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.

***Timeline***

Students must begin the steps of this process within 30 days of college notification of a final grade.

***Process***

Prior to filing a Grade Appeal, students must first attempt to resolve grading concerns by communicating directly with the faculty member via an in-person meeting, a phone/video call, and/or email communication.

The faculty member is expected to address the grading concern with the student in a timely manner. If a change to the grade is warranted, the faculty member is responsible for following college procedure for submitting a grade change.

Following consultation, if a student disagrees with the final grade decision, the student may appeal to the dean who supervises the faculty member. To submit an appeal, the student should complete the Grade Appeal Form and email it to the supervising dean. A link to the Grade Appeal Form is included below. The form is also available through student services, the office of an academic dean, or the Vice President of Academic and Student Affairs.

The dean's decision will be communicated to the student and the faculty member, and a record will be retained by the college.

***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 in consultation with department faculty. The grading standards stated in the course syllabus will be utilized in this review. Department faculty members will determine the accuracy and consistency of the final grade in consultation with the dean. The dean will notify the student in writing of the final decision.

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***Responsible Administrator / Department***

- Vice President of Academic and Student Affairs

***Policy History***

*Date of Adoption: 05/07/2021*

*Date of Last Review: 05/01/2025*

***Related Documents***

- [Minnesota State Board Policy 3.8](#)

***Related Forms***

- [Grade Appeal Form](#)