



North Hennepin Community College

Policy/Procedure Information

Number: 3.57.1

Name: Grade Appeal Procedure

Effective Date: May 13, 2022

Next Review Date: AY 2026–2027

Regulatory Authority

- [MinnState Board Policy 3.8 – Student Complaints and Grievances Policy](#)
- [MinnState System Procedure 3.8.1 – Student Complaints and Grievances Procedure](#)

Part 1. Scope.

Students have the right to expect clearly defined grading. Students have the right to ask the faculty member to explain any grade received.

Students can initiate the Academic Grade Appeal Procedure in cases where the student believes:

1. The faculty member made an error in the calculation of the final grade.

The methods or criteria for evaluating academic performance as stated in the course syllabus or other official communications by the faculty member were not applied in determining the final grade. The student must be prepared to substantiate the claim that their final grade represents an error in calculation or the stated criteria for evaluating academic performance was not followed.

Part 2. Time Limits.

Academic Grade Appeals must be started no later than one month after the final grade the student is appealing has been posted to the student transcript. In unusual circumstances, as determined by the Provost (or designee), the time frame for initiating a grade appeal may be extended.

Part 3. Process.

Subpart A. Meet with the Faculty Member (Informal Resolution).

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

To expedite review of student concerns, students must:

1. 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 syllabus.

2. 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 a change to the grade is warranted, the faculty member is responsible for following college procedure for submitting grade changes.

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), students should move directly to Formal Resolution (Subpart B below).

If students fear retaliation or other inappropriate behavior if they attempt the informal resolution, they should initiate a 1B.1 or 3.8 as appropriate before proceeding with the Grade Appeal process.

Subpart B. Appeal to the Division Dean (Formal Resolution).

Students have the right to appeal the faculty member's decision regarding final course grades to the dean who supervises the faculty member. Contact information for deans is available on the NHCC website under Contact Us > Deans. Students must arrange to meet with the dean to present their case along with any supporting documentation.

The dean will work with the student to file the Formal Grade Appeal Form. The dean will then make a decision in consultation with the faculty member and update the official form. The dean's decision will be communicated to the student, the faculty member, and a record will be retained by the college.

Subpart C. Appeal to the Provost (Formal Resolution).

Students have the right to appeal the dean's decision to the Provost in the case of a final grade dispute only. 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 Provost will review the appeal from the student and consult with the faculty member and dean. The Provost 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 Provost 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.

Part 4. 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 the faculty department coordinator or relevant department faculty if the coordinator is responsible for multiple departments. The grading standards stated in the course syllabus will be utilized in this review. Department/discipline 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 of the consultation.

Part 5. Campus Review.

Review Action	Date(s)
Diversity, Equity, and Inclusion Committee Review:	4/25/2022—4/29/2022
Campus Community Review Period:	3/7/2022—3/23/2022
AFSCME Review:	4/1/2022—4/29/2022
MAPE Review:	4/1/2022—4/29/2022
MMA Review:	4/1/2022—4/29/2022
Shared Governance Council Review:	4/15/2022
Student Senate Review:	4/21/2022
President Rolando Garcia Approval:	5/13/2022
Campus Community Dissemination:	5/23/2022

History

- Formally NH III.02.18.1
- Original date of adoption – 05/13/2009
- Revised – 11/2012
- Revised – 12/21/2015
- Revised Spring 2022 to increase clarity that formal grade appeals apply to final course grades only.