



North Hennepin Community College

Policy/Procedure Information

Number: 3.57

Name: Grade Appeal Policy

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](#)
- [Minnesota State College Faculty \(MSCF\) Contract](#)

Part 1. Policy Purpose.

The Academic Grade Appeal Policy provides the student the right to a final grade review in the event the student believes that a course grade was:

- calculated in error;
- determined in a manner inconsistent with the stated course grading policy;
- or faculty determined the grade in violation of contractual responsibilities as determined by the MSCF Contract, NHCC Policies (available on the NHCC website), and/or MinnState Board Policies (available on the MinnState website).

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 only intended to ensure that final grades are determined in an accurate and consistent manner. Individual assignments and/or projects are not within the scope of this policy.

Individual faculty members are responsible for assigning grades; the college is responsible for recording and maintaining an official record of assigned grades. Circumstances that warrant correction of assigned grades include:

1. Consultation revealed a calculation error occurred, and the faculty member is unwilling to change the grade.
2. Consultation revealed the grade was inconsistent with the written grading standards for the course, and the faculty member is unwilling to change the grade.

3. Investigations initiated under Minnesota State Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education or NHCC 3.8 Student Complaints and Grievances determined that faculty assigned the student grade in violation of contractual responsibilities, NHCC Policies, and/or MinnState Board Policies.

No retaliation of any kind shall be taken against a student for participation in a complaint or appeal. These procedures shall not substitute for other grievance procedures specific in board, college policies or procedures, regulations or negotiated agreements. These procedures are subject to the laws protecting data privacy rights.

Part 3. 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
- Original date of adoption – 05/13/2009
- Revised – 11/2012
- Revised – 12/21/2015
- Reviewed Spring 2022 to increase clarity of the operation of the policy in relation to 1B.1 and 3.8