

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.

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 informa33 (rma) -0.2 (3) | tmc

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.