Rainy River Community College

Chapter 3. Educational Policies
Grade Appeal Policy and Procedure

Adopted by FSGC: 03/20/2012
Reviewed: ___________
Revised: 01/16/2013
Added College Dean as contact.

I. POLICY

A student who disagrees with the final grade awarded for a class may appeal the grade to the College Dean within 30 days after the date that grades are posted (Formal Process), only if the student has first appealed to the instructor (Informal Process) and one of the following conditions apply:

**Arbitrariness:** The course grade awarded presents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.

**Prejudice:** The grade awarded was motivated by ill will and is not indicative of the student’s academic performance in the course.

**Error:** The instructor made a mistake in fact (e.g. calculation error or omission) or failed to give students enrolled in the course adequate notice of grading policies.

Under this policy, the College will not change the grade assigned by an instructor unless presented with sufficient evidence that the instructor’s grading procedure did not reflect sound educational practices or was inconsistent with the common course outline and course syllabus.

Scope and Relief Available:
- This procedure applies to final course grades only.
- The college has separate procedures for other types of student complaints and complaints based on allegations of bias.
- A student who believes a grade was awarded because of bias in violation of MnSCU Board Policy 1B.1 should file a complaint with the College’s Affirmative Action officers. The complaint will be evaluated and processed under System Procedure 1B1.1.
- Resolution of complaints under this policy may include leaving the grade in place, or recording a different grade.
II. PROCEDURE

Informal Process.
The student has the responsibility to discuss disagreements over grades assigned with the instructor who assigned the grade.

Formal Process.
1) If the Informal Process does not resolve the matter, the student may file a formal, written appeal to College Dean, Office A100, within 30 days of the term posting date. The Grade Appeal Form is available in the Registration Office.

The formal appeal is a formal request to address the student’s specific concerns about the grade assigned. The student must complete the Grade Appeal Form, which requests the following:

   A. Identification of the course, section, instructor name, and grade received.
   B. A statement verifying that the student has sought an informal remedy by speaking with or otherwise contacting the instructor.
   C. A justification for the request review; i.e. a statement of reasons as to why the student believes his/her grade was improperly assigned.
   D. Relevant information and documentation that supports the appeal (e.g. course papers, syllabus, class notes, etc. that support the justification).
   E. Any additional items that the student deems relevant to his/her appeal
   F. The remedy sought.

2) The Instructor, upon receipt of a copy of the Grade Appeal Form, must provide to the College Dean the following:
   A. A statement of the grading policy for the course.
   B. An explanation of how the student’s grade was assigned in the course according to this policy.
   C. A reply to the justification given by the student in his/her formal complaint.
   D. A reply to the student’s desired remedy, including a summary statement of the new grade to be assigned to the student, or an alternative proposed remedy.

3) Upon receipt of the Grade Appeal Form and all supporting documents in step 1) and 2) above, the College Dean will convene the Grade Appeal Committee to investigate and make a decision regarding the appeal. Written notification of the decision to all relevant parties will be provided within ten academic days of the receipt of the Grade Appeal Form and all supporting documents.

4) The student may appeal the Committee’s decision within ten days by writing to the College Dean, if there is additional relevant information that supports the appeal. The decision of the College Dean is final.
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GRADE APPEAL FORM

Student Name ___________________________________________ ID ____________________
E-mail _________________________________________________ Phone # ____________________
Course Number__________ Course Name ____________________________________________
Instructor_______________________ Semester & Year Taken________________
Grade Received ________________

INFORMAL PROCESS.

By signing below I verify that I have sought an informal remedy by speaking with or otherwise contacting the instructor:
________________________________________________________
Student Signature

FORMAL PROCESS.

1) Check which of the following conditions apply to your reason for appeal:
   □ Arbitrariness: The course grade awarded presents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.
   □ Prejudice: The grade awarded was motivated by ill will and is not indicative of my academic performance in the course.
   □ Error: The instructor made a mistake in fact (e.g. calculation error or omission) or failed to give me adequate notice of grading policies.

2) Attach any supporting documentation, for example:
   - Explanation of what occurred and how the criteria checked above applies to the situation;
   - Correspondence from instructor indicating that the appeal has been denied;
   - Course syllabus;
   - Timeline of events relevant to the appeal;
   - Assignment or exam in question (if applicable);
   - Correspondence with instructor (if applicable);
   - Any other documentation supporting the appeal.
3) Explain the remedy sought. ____________________________________________
_____________________________________________________________________
_____________________________________________________________________

I declare that the information on this form and all supporting documentation is true, correct, and complete to the best of my knowledge and belief. I also understand that purposeful misrepresentation of my situation constitutes academic dishonesty and may make me subject to disciplinary action.

Student Signature________________________________ Date ________________________

Data Privacy Notice. The college is asking you to provide information about you that is private and/or confidential information under state and federal law. The information is needed to process your appeal. You are not legally required to provide the information; however, the college will not process your appeal if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent (for example, for program evaluations, pursuant to court orders, to other institutions if you transfer, and for financial aid related purposes.)

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