

HIBBING COMMUNITY COLLEGE GRADE APPEAL POLICY (RESPONSE TO MNSCU POLICY 3.8)

Hibbing Community College recognizes the long-standing and widely accepted practice that the individual classroom instructor is the final authority in evaluating student performance in his/her courses. It follows that this right brings with it a responsibility to provide students with a clearly stated course grading policy, and be fair and consistent in applying this policy. This also means the student has a right to receive from an instructor an explanation of any grade received.

Students have the right to submit a formal grade appeal when they believe their final course grade has been awarded under one or more of the following conditions:

Error: the final class grade reflected a mistake in fact (calculation error, omission, etc.) or the instructor applied grading standards different from those listed in the course syllabus.

Arbitrariness: the final class grade represented such a substantial departure from accepted academic norms that the instructor's peers deem the instructor's discretion unacceptable.

Prejudice: the final class grade awarded was motivated by discriminatory actions directed at the student

The student bears the burden of proving sufficient evidence existed, which warrants a grade change. The grade appeal procedure will meet the criteria of due process for both the student and the faculty member.

GRADE APPEALS PROCEDURE

After a student has informally attempted to resolve the grading issue with the instructor, a student may appeal a final course grade by following these steps in order.

1. The student must submit a written petition to the instructor of the course within 30 calendar days of the final day of the semester in which the grade was awarded. This petition should contain the nature of the problem, relevant information that supports the appeal, and the remedy sought. The student should retain a copy of the appeal for her/his file. While the student and instructor may meet to discuss the situation, the instructor will respond in writing to the student within two weeks (10 instructional days) of the decision reached. If the student is not satisfied with the outcome, she/he may proceed to step two.
2. The student must submit a copy of the written petition to the Dean of Academic Affairs. The instructor will also be contacted by the Dean to submit a written statement concerning her/his position. The Dean will convene a meeting of the College Grade Appeals committee. Within two weeks (10 instructional days) of receiving the appeal, the Dean will respond to the student and faculty in writing of the decision reached. If the student is not satisfied with the outcome, she/he may proceed to step three.
3. The student can make a final appeal to the college Provost. If the student chooses to take this step, she/he should contact the Dean of Academic Affairs who will arrange a meeting between the Provost and the student.

FACULTY RIGHT TO APPEAL

The instructor of the class may make written appeal to the Provost (if not satisfied with the outcome at step 2) or to the NHED President (if not satisfied with the outcome at step 3).

GRADE APPEALS COMMITTEE

The appeals committee will consist of a subgroup of three Academic Affairs Standards Council (AASC) faculty members chosen by and including the AASC chair. The AASC chair will also serve as the chair of the appeals committee. Two students will serve on the committee chosen by the student senate president. The Dean of Academic Affairs will serve in a non-voting, advisory capacity on the appeals committee.