

Pine Technical College

Policy and Procedure

Policy Number: 236 **Date:** 02/01/2009

Division/Department: Academic Affairs **Author:** Dean R. Masters, Ed.D.

Subject: Academic Grade Appeal

Authorities: MnSCU Policy 3.8

Purpose:

To provide a means of resolving disagreements or misunderstandings with regards to the assignment of academic grades and to provide a formal system for due process in those cases which cannot be resolved by mutual agreement at the lowest possible level.

Policy:

Students shall have the right to appeal academic evaluations and seek remedy through the college's established grade appeals process. Students may submit a formal grade appeal only when they believe that the grade was arbitrary, capricious, or based on error. The term "academic evaluation" is herein understood to include, but is not limited to the following: assignment of final course grades; assignment of grades to academic work completed in response to course requirements; administration of examinations and quizzes; evaluation of laboratory or clinical performance; and the general character of the student-faculty interrelationship as regards assignment of grades. The burden of proof shall be on the student to present clear and convincing evidence for changing a grade.

Procedure

1. When a student believes that he/she has received an incorrect academic grade, he/she should seek out the involved faculty member(s), state the nature of the grievance, and make a serious attempt to mutually resolve the issue.
2. If the student and the instructor are unable to reach agreement and the student still believes they received an incorrect grade, he/she may submit a formal grade appeal using the Grade Appeal Form available in the Academic Affairs Department. The student shall present a written, signed statement of the nature of the grievance and identify the date they discussed the grievance with the instructor. The written grade appeal will be submitted to the Chief Academic Officer (CAO) within 30 calendar days after the grade was issued by the college. The CAO will meet with the student and confer with the instructor regarding the appeal and will issue a written decision within 15 instructional days of receiving the Grade Appeal Form.
3. If either the student or faculty member disagrees with the CAO decision, they can request a hearing before the Academic Appeals Committee. The request for a hearing must be submitted in writing to the CAO. If the written request for a hearing is not received within 10 instructional days after the CAO decision—this decision shall be final and posted to the student's transcript. If the request for a hearing is timely, the CAO will convene the Academic Appeals Committee, which shall be comprised of one (1) student appointed by the Chief Student Affairs Officer (CSAO), one (1) representative of the college managers group (excluding CSAO) appointed by the college president; and two (2) faculty members appointed by the MSCF president. The CAO will

convene the Academic Appeals Committee within 15 instructional days from receipt of the written request for a hearing. The hearing shall be governed by the following rules:

- a. The CAO shall be the presiding officer of the hearing.
- b. Both parties shall have the right to have her/his defense conducted by an advisor of his/her choice, the right to hear and examine adverse witnesses, and the right to testify and present evidence and witnesses in her/his behalf.
- c. Both parties shall have an opportunity of settlement before the committee deliberates.
- d. The committee will deliberate, vote, and render a decision
- e. If the deliberation results in a tie, the CAO shall cast the deciding vote.
- f. Within five (5) instructional days of the hearing, the CAO shall inform the student, instructor, MSCF president, CSAO and Registrar of the decision in writing.
- g. The decision of the Academic Appeals Committee shall be final.

Responsibilities:

1. The CAO is responsible for the overall administration of the grade appeals process and will maintain case files for a period of no less than five (5) years.
2. The CSAO will appoint one (1) student to serve on the grade appeal committee.
3. The college president will be responsible for appointing one (1) manager to serve on the Academic Appeals Committee.
4. MSCF president will be responsible for appointing two (2) faculty members to serve on the Academic Appeals Committee.
5. The Registrar will ensure that the student transcript accurately reflects the grade as determined through the grade appeals process.

Reviewed by Campus Round Table: 2/2/09, 3/30/09

Reviewed by AASC: 3/18/09

Reviewed by FSGC: 4/1/09

Reviewed by Student Senate: NA

Approved: 3/30/09

Robert L. Musgrove, President