

## **IHCC Policy 3.85 Grade Appeal Policy**

**Part 1. Definitions.** For the purposes of this Policy and Procedure the following definitions apply:

**Subpart A. Appeal.** A request for reconsideration of a decision regarding a final course grade under the College's Grade Appeal Policy and Procedure.

**Subpart B. Grading Complaint.** An oral or written claim concerning a course grading issue brought by a student alleging improper, inconsistent, unfair, or arbitrary grading. While students have the right to file a complaint concerning any grading issue and discuss it with the appropriate faculty member(s) or administrator(s) as established by college procedures, they may carry it no further unless the complaint 1) is not mutually resolved, 2) it involves a final course grade, and 3) it falls within the definition of an appeal as contained in the Inver Hills College Grade Appeal Policy.

**Subpart C. Grade Appeal.** A written claim raised by a student alleging unfair, arbitrary or capricious assigning of a final course grade by a faculty member. In order to have a right to the entire grade appeal process, a final course grade must be involved and the claim must meet the grounds described in the Inver Hills Grade Appeal Policy.

**Subpart D. Retaliation.** Retribution of any kind taken against a student for participating or not participating in a grade appeal.

**Subpart E. Student.** An individual who is enrolled in the College, a group of such individuals or the campus student government.

**Subpart F. Ombudsman.** A third party external individual who will be retained by the College for the purpose of investigating a complaint about a final course grade, reporting findings, and settling a disputed grade.

**Part 1. Statement of Grade Appeal Policy** Students have the right to ask instructors for an explanation of any grade received. Students may submit a formal grade appeal when they believe that a final grade is unfair, arbitrary or capricious. However, the student bears the burden of proving that there are sufficient grounds for changing a grade. The grade appeal process will meet the usual criteria of due process for both students and faculty. These procedures shall not substitute for other grievance procedures specific in board, college, or university policies or procedures, regulations or negotiated agreements, including the faculty member's right to grieve the outcome.

A student may appeal a final course grade on the grounds that:

1. The methods or criteria for evaluating academic performance as stated in the course syllabus or assignment sheet or communicated by the instructor at the beginning of the course were not actually applied in determining the final grade, and/or

2. The instructor applied grading criteria unfairly, i.e., the evaluation of academic performance so exceeded the reasonable limits of the instructor's discretion as not to be acceptable to the instructor's peers.

No retaliation of any kind shall be taken against a student for participation in or refusal to participate in a complaint or grievance. These procedures are subject to the laws protecting data privacy rights.

**Part 2. Notification and Publication:**

The College shall publicize and make this policy and procedure available to students on the College's website. The website shall also provide students with electronic copies of complaint forms and grade appeal forms and shall advise students about how and where to obtain paper copies of the forms.

**Related Documents**

- MNSCU Policy 3.8
- MnSCU Procedure 3.81

**Effective Date:** NA

**Responsible Administrator:** Vice President of Academic Affairs

**Policy History:**

Date of adoption: NA

Last Revision date: NA

Date most recent policy revisions go into effect: NA

**Date and subject of revisions:**

October 2016 - Changed to new policy template