



**Policy Series #: 3000 – Educational
Policy Manager: Kelly McCalla
Course Final Grade Appeal Policy**

PURPOSE:

The purpose of this policy is to comply with Minnesota State Colleges and Universities Board Policy 3.8 regarding student complaints, grievances, and appeal processes by providing a policy and process for students to appeal the assignment of a course final grade.

APPLICABILITY:

Faculty members have the authority to establish course requirements and standards for expectations and the evaluation of student performance. Grades submitted by faculty to the Registrar's Office are presumed to be accurate. It should also be noted that faculty have the right to determine their own grading policy, and this policy should be found in the syllabus for the course. Grades may reflect academic achievement, compliance with course policies, and/or other standards, as determined solely by the instructor/s of record.

Grounds for a Course Final Grade Appeal

Students are responsible for accessing their final grades using the Riverland web site. No grade appeal may be made until the official course final grade is posted on the student's record.

Students must contact the instructor about the grade award before an appeal can be filed and provide documentation of confirmation or meeting with the instructor resulted in a refusal by the instructor to change the grade.

Documentation must also include one or more of the following:

- Evidence is provided of an error in grade calculation.
- The criteria or methodology for grade determination has not been provided to students either in the syllabus or by the time a final grade is assigned.
- The standard for evaluation of student academic performance has not been applied in accordance with syllabus and/or Master Course Outline (MCO) policy.

If the student believes that a grade received is based upon discrimination, or sexual harassment, as defined in the student handbook/college policy, the student should follow the procedures for harassment and contact the college's Human Resources Office immediately.

DEFINITIONS: N/A

DOES THIS POLICY HAVE A PROCEDURE? Yes

LIST RELATED POLICIES, PROCEDURES OR PLANS HERE:

3000P – Grade Appeal Procedure

Minnesota State Colleges and Universities Board Policy 3.8. Student Complaints and Grievances

Minnesota State Colleges and Universities Board Policy 3.8.1 Student Complaints and Grievances

Date of Initial Review by Riverland Council: 2/13/14; 3/24/16

AASC Review (if applicable): 2/18/14

FSGC Review (if applicable): 3/12/2014; 9/14/2016

Date of Final Approval / Policy Adoption: 3/13/2014; 9/8/2016*

Date & Subject of Revisions: ***No policy change - New Riverland Community College & Minnesota State branding added Aug. 2016 and approved by Riverland Council on 9/8/2016**