

Pine Technical and Community College Policy

3PTCC.8: Academic Grade Appeal

Chapter: 3 – Educational Policies

Date: 2/28/2020

Part 1: Purpose

The responsibility for evaluating student work and assigning grades lies with the instructor of the course. The purpose of the grade appeal policy is to provide a review process

- 1) For a student to understand the reasons why the grade was assigned
- 2) For the instructor to become aware of and correct possible errors
- 3) To correct cases in which a grade is determined to have been assigned based on arbitrary or capricious action, or other reasons not related to academic performance

For the purpose of this policy, arbitrary or capricious is defined as the assignment of a course grade through means that are erratic, irregular, or inconsistent with grading policies published in the course syllabus and/or inexplicably different from those applied to other students enrolled in the same course.

There shall be one policy for the appeal of a course grade; all students will follow this policy when appealing a course grade. However, students in the Nursing and Health Sciences Programs may appeal other academic concerns (program dismissals, dismissals from clinicals, etc.) using established guidelines outlined in their Program Handbooks.

A student who believes a grade was awarded because of bias in violation of Board Policy 1B.1 should file a complaint with Pine Technical and Community College's Affirmative Action Official. The complaint will be evaluated and processed under System Procedure 1B1.1. As part of the investigation into the allegation, the designated official may use the Academic Grade Appeal procedure.

Part 2: Policy

Faculty members are vested with the authority to establish course requirements and standards of performance. It is the responsibility of faculty to articulate and communicate course requirements and standards of performance to students at the beginning of each course and



apply all grading criteria uniformly and in a timely manner. Final grades submitted by faculty to the Registrar's Office are presumed to be accurate and final.

The Academic Grade Appeal provides the student with an opportunity to appeal a course grade that the student believes has been assigned in an arbitrary or capricious manner or other reasons not related to academic performance. There is a presumption that grades assigned by faculty members are correct, thus, the burden of proof rests with the student who is appealing the grade. The student must initiate the process and be prepared to present supporting documentation. 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.

No adverse action will be taken against a student who chooses to utilize this process.

Students who believe their course grade reflects unsubstantiated academic evaluation may initiate and pursue a grade change appeal in accordance with provisions of this document. At the same time, all academic rights and privileges of faculty members are to be honored in this process. Students may submit a formal grade appeal only when they believe that the grade was arbitrary, capricious, or based on other reasons not related to academic performance.

Related Documents:

[MnSCU Board Policy 3.8: Student Complaints and Grievances](#)

3PTCC.8.1: Academic Grade Appeals

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President Approved: 4/1/2020

Custodian of Policy: Vice President of Academic and Student Affairs

Policy History:

Date and Subject of Amendments:

MM/DD/YY – explanation of the amendment