

Pine Technical and Community College Procedure

3PTCC.8.1 Academic Grade Appeal

for [3PTCC.8 Academic Grade Appeal](#)

Chapter: 3 – Educational Policies

Date: 2/28/20

Part 1: Time Limits

Academic grade appeals must be initiated by the student no later than one month after the final grade being appealed has been posted to the student transcript. In unusual circumstances, as determined by the College, the timeframe for initiating a grade appeal may be extended.

Part 2: Procedure

Step 1: Meet with faculty member (Informal Resolution)

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.

Step 2: Appeal to the Dean (Formal Resolution)

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 student's efforts to resolve with faculty. The instructor will document the response to student's request. The written grade appeal must be submitted to the Dean within 30 calendar days after the final grade is posted to the student transcript. The Dean 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 Academic Grade Appeal Form.

Step 3: Appeal to the Academic Appeals Committee (Formal Resolution)

If either the student or faculty member disagrees with the Dean's decision, they can request a hearing before the Academic Appeals Committee. The request for a hearing must be submitted in writing to the Vice President of Academic and Student Affairs within 10



instructional days following the Dean's decision. If the written request for a hearing is not received within this timeframe, the Dean's decision shall be final and posted to the student's transcript.

Upon receiving the timely request, the Vice President of Academic and Student Affairs 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 Vice President of Academic and Student Affairs will convene the Academic Appeals Committee within 15 instructional days following receipt of the written request for a hearing. The hearing shall be governed by the following rules:

- The Vice President of Academic and Student Affairs shall be the presiding officer of the hearing.
- 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.
- Both parties shall have an opportunity of settlement before the committee deliberates.
- The committee will deliberate, vote, and render a decision.
- If the deliberation results in a tie, the Vice President of Academic and Student Affairs shall cast the deciding vote.
- Within five (5) instructional days of the hearing, the Vice President of Academic and Student Affairs shall inform the student, instructor, MSCF president, CSAO and Registrar of the decision in writing.
- The decision of the Academic Appeals Committee shall be final.

Part 3: Responsibilities

1. The Vice President of Academic and Student Affairs 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 Vice President of Academic and Student Affairs will appoint one (1) student to serve on the Academic Appeals 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 academic grade appeals process.



Part 4: Absence of a Faculty Member

In the event of an extended absence or permanent absence of a faculty member, review of the final grade will be coordinated by the Dean. The grading standards stated in the course syllabus will be utilized in this review. The department/discipline faculty members will determine the accuracy and consistency of the grade in consultation with the Dean. The Dean will notify the student in writing of the final decision of the consultation.

Related Documents:

3PTCC.8 Academic Grade Appeals

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Next Review Date: 4/1/2025

President Approved: 4/1/2020

Custodian of Procedure: Vice President of Academic and Student Affairs

Procedure History:

Date and Subject of Revisions and Amendments:

MM/DD/YY – explanation of the amendment