



### 3.5.1.0 Grade Appeal Procedure

#### Part 1. Step by Step Procedure

1. The student initiates a formal grade appeal by submitting a grade appeal form to the academic dean.
2. The dean requests documentation from the student and the instructor in order to ascertain whether the instructor's grading policies were faithfully followed in issuing the course grade.
  - a. Requested documentation must be provided within 10 calendar days of the first day of the next full semester (Fall or Spring).
3. If the dean does not receive the requested documentation, the course syllabus and assigned grades will be used. The dean should consult with the faculty member to help interpret the documentation that is provided by the student and the faculty member. If the student is unable to prove to the dean that there were significant irregularities in determining their course grade, the dean will deny the appeal.
4. If the student is able to prove that there were significant irregularities in determining their course grade, the dean will convene an ad hoc grade appeal board to investigate the appeal. The dean will contact the local MSCF President and the Vice President of Academic Affairs so that members of the grade appeal board can be chosen.

**Part 2.** The grade appeal board will consist of three members. Two members will be faculty chosen by the local MSCF President. The final member and chair of the board will be a different academic dean chosen by the Vice President of Academic Affairs. The faculty member that issued the course grade under review may not serve on this grade appeal board. The grade appeal board will review the documentation that the dean received from the student and instructor. They will use this documentation to either assign a new course grade to the student or to uphold the original course grade assigned by the instructor. The Vice President of Academic Affairs will communicate the board's decision to the instructor and the student. This decision will be communicated within 45 calendar days of receipt of the documentation from the student and the instructor. The decision by the grade appeal board is final.

#### Policy History

**Date Originally Adopted:** 10/04/2018

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