

3.8.2 Grade Appeals Policy

General Information

Section 1. Definitions

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

Grading Complaint. A 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 appeal is not mutually resolved, involves a final course grade, and/or it falls within the definition of an appeal as contained in the College Grade Appeal Policy.

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

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

Student. An individual who is enrolled in the College.

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.

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, capricious or in violation of nondiscrimination laws. 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 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 grade.
2. The instructor applied grading criteria unfairly, i.e., the evaluation of academic performance 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.

Section 2. Notification and Publication

The College shall publicize and make this policy and procedure available to students in the College's handbook on the website. Grade appeal forms are available from the Academic Deans, the Vice President of Academic and Student Affairs and/or the Office of Records and Registration and on the web at www.clcmn.edu.

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Signature of College President *Larry A. Lundblad* Date 05/31/2012