



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 is 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 whom the College will retain to investigate a complaint about a final course grade, report findings, and settle a disputed grade.

Statement of Grade Appeal Policy

Students have the right to request an explanation of any grade they receive from an instructor. Students may submit a formal grade appeal when they believe a final grade is unfair, arbitrary, capricious, or violates 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 due-process criteria for both students and faculty. These procedures shall not supersede other grievance procedures specified in board, College, or university policies, procedures, regulations, or negotiated agreements, including the faculty member's right to appeal the outcome. A student may appeal a course grade because:

1. The methods or criteria for evaluating academic performance, as stated in the course syllabus, assignment sheet, or communicated by the instructor at the beginning of the course, were not used to determine 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 and was not 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 laws that protect data privacy rights.

Section 2. Notification and Publication

The College shall publicize this policy and procedure and make them 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, as well as on the web at www.clcmn.edu.

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