

## **Chapter 3: Educational Policies**

### **Academic Grade Appeals**

		<b>Procedure</b>
Adoption:	6/20/95	<b>3HTC.6.1</b>
Revised:	3/9/22	<i>Page 1 of 2</i>

Last Reviewed: 3/9/22 (AASC)  
Cabinet Approved: 3/22/22  
Next Review Date: 3/22/27  
Authority: [MinnState Board Policy 3.8](#)  
Custodian of Policy: Vice President of Academic Affairs

### **Procedure**

#### **Time Limits:**

Academic Grade Appeals must be initiated 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. Faculty course records will be retained at least one academic year.

#### **Steps:**

##### **Step 1: Meet with Faculty Member (Informal Resolution)**

Students should attempt to resolve grading concerns informally by talking directly with the faculty member before filing a Grade Appeal.

The faculty member is expected to discuss the grading concern with the student no later than one semester after the appeal was initiated. Grade appeals received during the summer term have until the end of the fall semester to be resolved. If there is a change to the grade, the faculty member is responsible for submitting the grade change to the Registrar.

The student has the right to proceed with a formal grade appeal without first discussing the matter with the faculty member only if the faculty member is no longer working at the college or is otherwise unavailable as determined by the college.

##### **Step 2: Appeal to the Dean (Formal Resolution)**

Students have the right to appeal the faculty member's decision to the appropriate Dean. An appeal must be submitted using the [HTC Grade Appeal Form](#) and must include all supporting and relevant documents. Students are expected to retain a copy of all relevant materials for their records.

The Dean will review the appeal from the student, and consult with the faculty member. This process can occur separately or with the three parties meeting together. The Dean will notify the student in writing of the final decision of the consultation, and provide a copy of the response to the faculty member.

##### **Step 3: Appeal to the Vice President of Academic Affairs (Formal Resolution)**

Students have the right to appeal the Dean's decision to the Vice President of Academic Affairs. If new information becomes available, the appeal will be returned to the Dean for re-evaluation. The appeal must be submitted using the [HTC Grade Appeal Form](#), and must include all supporting and relevant documents, including previous information used to resolve the concern. Students are expected to retain a copy of all relevant materials for their records.



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The Vice President will review the appeal from the student, and consult with the faculty member and Dean. The Vice President will notify the student in writing of the final decision of the consultation, and provide of copy of the response to the faculty member and the Dean.

The decision of the Vice President is final and binding. Appeals brought to the attention of the President, Board of Trustees, or Office of the Chancellor will be referred back to the Dean.

#### **Absence of 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.