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## Chapter 3: Educational Policies

### Academic Grade Appeals

Adoption:	6/20/95
Revised:	3/9/22
Last Reviewed:	3/9/22 (AASC)
Cabinet Approved:	3/22/22
Next Review Date:	3/22/27
Authority:	<a href="#">MinnState Board Policy 3.8</a>
Custodian of Policy:	Vice President of Academic Affairs

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#### Purpose

The Academic Grade Appeal Policy provides the student the right to a final grade review in the event the student believes that a final course grade was calculated in error, in a manner inconsistent with the state course grading policy or faculty conduct with regard to grade determination was inconsistent with contractual responsibilities, HTC Policies, and or MinnState Board Policies.

#### Scope

The grade appeal process may not challenge the faculty member's grading standard. Faculty have the right to establish individual standards and approaches to grading consistent with the principles of academic freedom. The grade appeal process is not intended to grade or re-grade individual assignments on projects, but rather to determine if the final grade was assigned in an accurate and consistent manner. Individual faculty members are responsible for assigning grades. The college is responsible for recording and maintaining an official record of assigned grades. As a result of the review, circumstances that warrant correction of assigned grades include:

1. Consultation revealed a calculation error occurred and the faculty member is unwilling to change the grade.
2. Consultation revealed the grade was inconsistent with the written grading standards for the course and the faculty member is unwilling to change the grade.
3. Faculty conduct with regard to grade determination was inconsistent with contractual responsibilities, HTC Policies and or MinnState Board Policies.

The student bears the full responsibility to substantiate the claim that their final grade represents an error in calculation or the criteria for evaluating academic performance as stated in the syllabus is not followed. No retaliation of any kind shall be taken against a student for participation in a complaint or appeal.