



## **Course Final Grade Appeal Procedure**

### **Riverland Policy #: 3.48.1**

#### **PURPOSE:**

The purpose of this policy is to comply with Minnesota State Colleges and Universities Board Policy 3.8 regarding student complaints, grievances, and appeal processes and to provide a procedure for students to appeal the assignment of a final course grade.

#### **APPLICABILITY:**

##### **The Appeal Process**

If students believe that they have grounds for appealing a grade issued by an instructor, then the following procedures must be followed:

**Step One** - A student, who has questions about a grade received in a course, should seek to resolve the issue by first consulting with the instructor within ten (10) business days of the posting of the grade on the official student record or 10 days after the end of the term. The student must notify the instructor about their grade concerns. If an in-person meeting cannot be arranged, then an email notification must be dated no later than ten business days of the posting of the grade on the official student record. If an Instructor is not available or responsive, go to step 2.

**Step Two** - If the issue has not been resolved after consultation with the instructor, then the student may appeal the decision to the faculty member's academic dean. The student must:

- Submit a written grade appeal form (<http://www.riverland.edu/policy/>) to the appropriate dean within ten (10) business days following his/her consultation with the instructor.
- Provide clear documentation that demonstrates grounds for the appeal. Documentation may be in the form of e-mail correspondence, graded assignments, proof of timely submission, the course syllabus, etc.
- Provide evidence that his/her level of achievement is not supported by the grade awarded.

*For grade appeals submitted via email, the Office of the Vice President of Academic and Student Affairs will acknowledge receipt of appeal with a reply email. Timelines for response begin upon acknowledgement of receipt.*

If the evidence appears compelling, the Dean will review the form and evidence and consult with the teacher and/or student. The instructor will either provide a written response within ten (10) business days to the dean supporting or denying the appeal or request to meet with the dean and the student.

If the evidence is not compelling, the dean will provide a written response to the student within ten (10) business days and will also notify the instructor that the student's appeal was received and denied.

The dean may request an appeal meeting that includes the student and the instructor. The instructor is entitled to union representation or a witness during such a meeting. In the event that a meeting is requested

by either the instructor or dean and is scheduled, the student may invite an advocate to sit in, but this individual may not participate except to witness the meeting. The dean will render a decision to the student in writing within ten (10) business days of the appeal meeting with the student and instructor.

**Step Three** - Following the outcome of a grade appeal with the-dean, a student may request an appeal review before the Vice President of Academic and Student Affairs. The request for an appeal must be submitted in writing to the Vice President of Academic and Student Affairs within ten (10) business days of the date of notification of the appeal decision by the dean of the instructor in Step Two. Failure to file an appeal or request an extension in a timely manner constitutes a waiver of the right to an appeal.

The Vice President of Academic and Student Affairs will review the request for an appeal review and will determine if the appeal has merit. The Vice President of Academic and Student Affairs may schedule an appeal review meeting between the student, the instructor, and the dean. The instructor is entitled to union representation or a witness during such a meeting. A student's advisor or advocate may attend this meeting but may not participate except to witness the meeting. The Vice President of Academic and Student Affairs will render a decision to the student in writing within ten (10) business days of the appeal review meeting. The Vice President's decision is final.

**SCOPE:** Students, Faculty

### **LIST RELATED POLICIES, PROCEDURES OR FORMS:**

Grade Appeal Policy and Form

[Minnesota State Colleges and Universities Board Policy 3.8.Student Complaints and Grievances](#)

[Minnesota State Colleges and Universities Board Policy 3.8.1 Student Complaints and Grievances](#)

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**Date of Issued:** February 2014

**Responsible Division / Author:** Vice President of Academic & Student Affairs

**Date & Subject of Revisions:** 3/24/16 – Remove step 4 final review by president; corrected titles; 8/2016 – NEW Riverland Community College and Minnesota State branding added; 9/8/2016 – Procedure completed. 11/21/19 Revised/Approved.