



Policy 3.17 Grade Appeal Policy

Reviewed 4/2011

Instructors at Mesabi Range Community & Technical College are empowered to make final decisions on all student grades subject to MnSCU and college policies. In the event that a grade is in dispute, the student is encouraged to attempt to resolve this dispute directly and informally with the instructor. If no resolution is possible, the student may, under **exceptional circumstances**, initiate a formal appeal process with the Dean of Academics. Forms are available in the records office.

The formal appeal process must be initiated before the end of the semester following the one in which the course was completed, excluding the Summer Semester. Documentation, including tests, assignments, etc., supporting the claim may be required.

The following two categories are the only legitimate basis for a grade appeal at Mesabi Range Community & Technical College.

- **Prejudice:** The grade awarded was motivated by ill will, and is not indicative of the student's academic performance in the course.
- **Error:** The instructor made a mathematical mistake in the grade calculation or omitted a grade in the calculation.

A student cannot appeal a grade received for academic dishonesty.

A student who has questions regarding his/her course grade should first speak with the instructor. If, after speaking with the instructor in a good-faith effort to resolve a grade dispute, a student still believes that his/her course grade was assigned in a way that it falls under one or more of the categories listed above, the student may make a formal grade appeal with the Dean of Academics.

Review/Revision History:

Reviewed and Approved 10/18/05

Reviewed through Shared Governance on 4/12/11