

DCTC Policy 3.85 Grade Appeal

Part 1. Definitions. For the purposes of this Policy and Procedure the following definitions apply:

Subpart A. Appeal.

A request for reconsideration of a decision regarding a final course grade under the College's Grade Appeal Policy and Procedure.

Subpart B. Grading Complaint.

An oral or written 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 complaint 1) is not mutually resolved, 2) involves a final course grade, and 3) falls within the definition of an appeal as contained in the Dakota County Technical College Grade Appeal Policy.

Subpart C. Grade Appeal.

A written claim raised by a student alleging unfair, arbitrary or capricious assigning of a final course grade by a faculty member. In order to have a right to the entire grade appeal process, a final course grade be involved and the claim must meet the grounds described in the Dakota County Technical College Grade Appeal Policy.

Subpart D. Retaliation.

Retribution of any kind taken against a student for participating or not participating in a grade appeal.

Subpart E. Student.

An individual who is enrolled in the College, a group of such individuals or the campus student government.

Subpart F. Ombudsperson.

A third party external individual who will be retained by the College for the purpose of investigating a complaint about a final course grade, reporting findings, and settling a disputed grade.

Part 2. Statement of Grade Appeal Policy

Students are required to ask instructors for an explanation of any grade received. Students may submit a formal grade appeal to the appropriate academic dean when they believe that a final grade is unfair, erroneous, arbitrary or capricious.

Subpart A. Conditions for Appeal to Departmental Dean

An appeal must be filed in writing to the appropriate academic dean before the last day of the following semester after the grade is posted, and only if the student has first appealed to the instructor. The student bears the burden of proving that there are sufficient grounds for changing a grade. The grade appeal process will meet the usual criteria of due process for both students and faculty. These procedures shall not substitute for other grievance procedures specific in board, college, or university policies or procedures, regulations or negotiated agreements, including the faculty member's right to grieve the outcome.

A student may appeal a final course grade on the grounds that:

1. The methods or criteria for evaluating academic performance as stated in the course syllabus or assignment sheet or communicated by the instructor were not actually applied in determining the final grade, and/or
2. The instructor applied grading criteria unfairly, i.e., the evaluation of academic performance so exceeded the reasonable limits of the instructor's discretion as not to be acceptable to the instructor's peers.

Subpart B. Final Determination

A student may appeal the decision of the appropriate academic dean to the Vice President of Academic Affairs within five (5) business days of receipt of the decision of the appropriate academic dean. The decision of the Vice President of Academic Affairs is final and cannot be appealed under any circumstances.

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 the laws protecting data privacy rights.

Part 3. Notification and Publication:

The College shall publicize and make this policy and procedure available to students on the College's website. The website shall also provide students with [electronic copies of complaint](#) forms and grade appeal forms and shall advise students about how and where to obtain paper copies of the forms.

Related Documents

- Minnesota State Policy 3.8 Student Complaints and Grievances
- Minnesota State Procedure 3.8.1 Student Complaints and Grievances
- DCTC Policy 3.6.1 Academic Integrity
- DCTC Policy 3.8 Student Complaint and Grievance
- DCTC Procedure 3.8.1 Student Complaint Grievance

Responsible Administrator: Vice President of Academic Affairs

Policy History:

Date of adoption: 9/12/2007

Last Revision date: 4/30/2018

Date most recent policy revisions go into effect: NA

Date and subject of revisions:

April 2018 – Policy and procedure re-written. In part 1, subpart F, changed Ombudsman to Ombudsperson. In part 2, erroneous was added and departmental dean was changed to appropriate academic dean. In part 2, subpart A, section 1, “at the beginning of semester” was removed.

October 2016 - Changed to new policy template