



STUDENT

EMC Reviewed: October 8, 2013
Policy Council Review: First Reading February 6, 2013
Policy Council Review: Second Reading October 2, 2013
Board Approved October 22, 2013: BM #: 10: 2013-2014

Name: GRADE APPEAL

PURPOSE-PHILOSOPHY

The purpose of this policy is to assure that grades represent a fair and consistent evaluation of student performance and to provide students with a systematic process to follow relating to the appeal of a grade. The grade appeal process strives to resolve a dispute between the student and instructor in the assignment of a grade in a collegial and timely manner. Great Plains College supports open communication as the best means to resolve concerns about grades.

POLICY

A registered student may appeal a final grade or grades for work that contributes to a final grade. Students are required to follow an informal resolution process first by discussing the matter with the instructor. If agreement cannot be reached, a formal grade appeal may be filed according to the brokering institutions grade appeal process. In the case where a brokering institution may not have a grade appeal process or the program or course is not brokered, the following procedure should be applied.

PROCEDURE

If the informal appeal process does not resolve the matter to the satisfaction of the student, the student may file a formal grade appeal in writing.

The appeal should be submitted within 30 days of receipt of grade to the Program Coordinator who will then forward the appeal to the Region Manager. The Region Manager will undertake required consultations with the instructor, Program Coordinator and other relevant parties and present all information to the Director or Programs within five business days of receipt of the appeal for final decision. A grade may stay the same, be adjusted downward or be adjusted upward. The Director of Programs decision will be final.

The Director of Programs will ensure all relevant parties (student, instructor, Program Coordinator and Region Manager) are notified in writing within ten business days of receipt of the appeal.

Although maximum timelines are defined, every attempt shall be made to shorten the process. In complex cases the appeal process may continue beyond these deadlines. However, the review shall be initiated within the timelines of this procedure.