

# FINAL GRADE APPEAL

## Procedure PR 717.01: Final Grade Appeal

The purpose of the final grade appeal process is to provide a vehicle and structure for students to appeal final course grades. The grade appeal procedure only applies to final grades and not individual graded assignments.

Faculty members have the authority to establish course requirements and standards of performance within the college's established curriculum process. It is the responsibility of the faculty to articulate and communicate course requirements and grading standards to students at the beginning of each course via the syllabus. Instructors must apply all grading criteria uniformly and in a timely manner. Final grades submitted to the Registrar's Office are presumed to be accurate and final.

All final grade appeals must be initiated by the student within thirty (30) calendar days of the grade being available via myMPTC.

### **Grounds for Final Grade Appeal**

- The assigned final grade was issued in error. This includes situations where there was a miscalculation of grade points that resulted in a lower grade for the appealing student. The student must clearly demonstrate the miscalculation. It also includes situations such as missing records, missing grade entries, or grade entry errors.
- The assigned final grade was based on reasons other than announced or established criteria and standards for the course.
- The assignment of the grade was based on factors other than student's achievement/performance (i.e. prejudice or discrimination).
- Inconsistently applied standards for evaluation of student's academic performance.
- The instructor failed to notify students clearly and promptly of the criteria for grade determination.

Grades given as the result of academic dishonesty cannot be appealed under the grade appeal process. If a student believes that the grade is based on unlawful discrimination or sexual harassment, as defined in the College's procedures, the student should proceed under the procedure for Affirmative Action and Equal Opportunity Policy.

### **Process**

1. The student discusses their concern with the instructor within thirty (30) calendar days of the grade being available via myMPTC Student.
  - a. If the instructor agrees with student that final grade was in error, the instructor will submit a Grade Change Form to the Registrar's Office to correct.
  - b. If the instructor does not agree with student that final grade was in error, the instructor will email the student via college email account reasons for grade within five (5) business days.
2. If the situation is not resolved and the student feels the final grade was unjustified, the student may submit a formal Final Grade Appeal to the Registrar's Office within five (5) business days of receiving email notification from the instructor. A student submitting a formal Final Grade Appeal must submit the following:

- a. Final Grade Appeal Form (<https://dynamicforms.ngwebsolutions.com/casAuthentication.aspx?InstID=5f65ffa7-c2f2-4fc0-bcdb-59752c680ab8&targetURL=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fce11e4e4-49a6-47fc-92fc-fecb0bc3f700>), and
  - b. Written documentation detailing relevant evidence that supports the student belief the final grade assigned was based on the criteria for Grounds for Final Grade Appeal (see above). This should include dates, meeting times and/or emails with instructor.
3. The Registrar's Office will review all documentation and supporting evidence and may contact the instructor and/or Associate Dean and student to determine if student has met the grounds for Final Grade Appeal.
    - a. If the grounds for Final Grade Appeal have not been met, the student will be notified in writing via student college email and US Postal Service to their home address. Process ends. The appeal will not move forward. A notification letter will be sent to the student within five (5) business days.
    - b. If grounds for appeal have been met, all documentation submitted by student will be submitted to the Final Grade Appeals Committee. The Final Grade Appeals Committee will consist of but not limited to Academic Dean, Director of Student Development, impartial faculty member, and Registrar.
  4. The Final Grade Appeals Committee will review all documentation and provide student notification of the decision in writing within seven (7) business days. Final Grade Appeals Committee's decision is final.
  5. If applicable, a grade change will be recorded within seven (7) business days of the decision.