

Grade Appeal Policy (CCNM – Boucher Campus)

Grade Appeal Policy

1. Students may appeal course marks or final grades if they believe the grade for one or more individual assessments has been improperly determined; the stated evaluation criteria for the course have been improperly applied; the evaluation criteria were not specified; penalties were applied that were not outlined in the syllabus; or the grade was miscalculated.
2. The grade may be raised, lowered, or remain the same as a result of an appeal.
3. Students retain the right to continue with subsequent classes while the appeal is in process, however students will be required to drop or withdraw from any course where the course under appeal is a prerequisite, and the appeal is unsuccessful.
4. All information disclosed during a final grade appeal is confidential and all parties to an appeal must respect this confidentiality.
5. Set timelines may be extended if agreed upon by all parties, but all efforts to complete an appeal within those timelines should be respected.
6. A grade appeal must follow the Grade Appeals Procedure below. The student may consult with the Registrar should they require clarity on the Policy or Procedure. t <</MCID 35 788 (a8288

Grade Appeal Procedure

of the release of the grade. The appeal should:

- list the course/rotation and term it was offered.
- summarize the events resulting in the appeal to the Associate Dean, including:
 - a. relevant timelines.
 - b. the rationale for the appeal as originally submitted to the instructor a rationale for why the instructor's decision should be overturned .
- signed and dated by the student.

Within **ten business** days of receiving the appeal letter the appropriate Associate Dean will review and complete the appeal. The Associate Dean may draw on the expertise of a suitably trained consultant, such as the department chair, to re-evaluate the work in question or may take other action as deemed appropriate.

It is the student's responsibility to provide all the relevant work that has been returned and it is the instructor's responsibility to provide all relevant work, which has been retained. The Associate Dean will convey the results of the review in writing to the student, the instructor and the Registrar in a dated letter.

In the event that the student is not satisfied with the result from the Associate Dean, the student may submit a final appeal to the Registrar (Meghan Henesey, mhenesey@ccnm.edu) within **five business**