

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP- 5290.0

FOR POLICY NUMBER: N/A

FINAL GRADE APPEAL

1. PROCEDURE SUMMARY STATEMENT

To establish protocol for final grade appeals.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 A student must first discuss a disputed final grade with the instructor. If the instructor is no longer employed at Northeast Community College, the student will contact the Division Dean for the course to discuss the disputed final grade.

3.2 If the student and instructor cannot resolve the disputed grade, the student shall contact the Division Dean for the course to appeal the final grade. A formal grade appeal shall be filed by the student if:

3.2.1 There is a dispute over the numerical calculation of the final grade; or

3.2.2 The final grade assigned appears not to be indicative of the student's performance.

3.2.3 A formal grade appeal shall be filed before the end of the first regular semester immediately following the term during which the disputed final grade was assigned.

3.3 If the final grade is still in dispute, the student may file a written appeal with the Vice President of Educational Services. Grade Appeal forms are available in the office of the Vice President of Educational Services.

3.3.1 The Vice President of Educational Services shall hold a meeting with the student, instructor, and Division Dean for the course with the final grade in dispute. At that time, a determination of the Grade Appeal will be made and the Grade Appeal form will be signed by all parties involved and kept on file in the office of the Vice President of Educational Services.

3.3.2 The decision of the Vice President of Educational Services will be final.

3.4 All final grade changes must be reported to and recorded in the Registrar's Office.

4. APPLICABILITY

N/A

ISSUE DATE: 05/01/2014

EFFECTIVE DATE: 09/26/2018

REVISION DATE(S): 06/12/2003 (item #9314); 05/01/2014; 09/26/2018

PRIOR POLICY/PROCEDURE NUMBER: 5061.a; 5240.0

SCHEDULE FOR REVIEW: 2023

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Educational Services

SPONSORING DIVISION/DEPARTMENT: Educational Services

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: final grade appeal