



GRADE APPEAL INSTRUCTIONS

General Information:

Only you, the affected student, may challenge or appeal a final course grade (henceforth “grade”) which you feel is improper or incorrect.

Grade Appeal Process:

Step 1) The student must read and understand the policy and compose and attach a letter or memo stating the exact nature of the appeal and the reason(s) for the appeal. The student must initiate the appeal with the instructor no later than:

- Fifteen (15) college business days of the Spring semester following a grade awarded in the previous Fall semester; or
- Fifteen (15) college business days of the Fall semester following a grade awarded in the previous Spring semester; or
- Fifteen (15) college business days of the Fall semester following a grade awarded in the previous Summer term.

The chair/director (dean if chair/director is not available) shall become the instructor for purposes of the grade appeal if the instructor is not available or unreachable in which case Step 3 is omitted.

The instructor must initial and date this form at the time of receipt from the student.

Step 2) Upon receipt of this completed form:

- The instructor shall record the decision on this form, and sign and date; and
- The instructor shall inform (email, letter, in-person) the student of his/her decision within ten (10) college business days; and
- The instructor shall return this form to the student and attach a memo or letter describing the basis for the decision and supporting the decision with documentation (e.g. homework, exam scores). If the student is communicating via email, the form can be returned to the student by email after the form is scanned.

Step 3)

- If the appeal is denied at Step 2, the student may continue the appeal with the department chair/director (or Dean if there is no chair/director). The student has

five (5) college business days following the decision at Step 2 to continue with the appeal.

- The chair/director/dean will review the grade appeal and attempt to resolve the grade appeal with the instructor and the student. If the grade appeal cannot be resolved, the chair/director/dean will send his or her recommendation to the Academics Standards Committee.
- If the grade appeal is resolved, the instructor shall submit a Change of Grade form to the Office of the Registrar within ten (10) college business days.

Step 4)

- If the appeal is denied at Step 3 by the department chair/director (or Dean if there is no chair/director), the student may continue the appeal to the Academic Standards Committee via e-mail: academic-sc@nmmc.edu within ten (10) college business days. The department chair/director (or Dean if there is no chair/director) shall inform the chairperson of the Academic Standards Committee of the denial. The Academic Standards Committee shall review the appeal (based on information from both the student and the instructor) and hold a hearing if indicated within twenty (20) college business days. The Academic Standards Committee may not convene over the summer for a hearing due to limited availability of faculty. Then the committee shall submit a recommendation to the Office of the Provost within five (5) college business days. The Office of the Provost shall communicate the final decision on the appeal to the Dean of Students who will inform the student within five (5) college business days.
- If the appeal is granted, the department chair/director (or Dean if there is no chair/director) shall submit a Change of Grade form to the Office of the Registrar within five (5) college business days.

GRADE APPEAL FORM

Grade Appeal Information:

Course Subject & Catalog Number	CRN	Course Title	Semester & Year

Instructor's name: _____

Student Information:

Full Name _____ ID _____

Home Address _____

Email: _____ Phone _____

Step 1) Notice to the instructor

Instructor's Signature _____ Date _____

Step 2) Instructor's Decision: (check one) Grant Deny the Appeal

Instructor's Signature _____ Date _____

Step 3) Chair/Director's Decision: (check one) Grant Deny the Appeal

Chair/ Head Signature _____ Date _____

Step 4) I have exhausted all administrative appeal channels within the college, and I am forwarding this appeal to the Academic Standards Committee, along with any documentation to support my appeal.

Student Signature _____ Date _____

Grade Appeal Academic Standards Committee Decision:

(check one) Grant the Appeal Deny the Appeal

Academic Standards Committee Chair

Signature _____ Date _____