



STUDENT GRADE APPEAL PROCESS FORM

FINAL COURSE GRADE APPEAL

Every student has the right to appeal the final grade in a course, in accordance with the stipulations outlined below. Such an appeal must be initiated by the student or the student's agent/representative, who has been identified in writing, no later than commencement of the subsequent semester. Spring grades will normally be appealed in the following fall semester. The initiating student should begin with the INFORMAL process outlined in Section A and then may pursue the FORMAL process in Section B if satisfaction is not obtained informally. Once a formal appeal has been initiated, the process will conclude within two weeks whenever possible.

SECTION A - Student initiated INFORMAL Process

1. Discuss the matter with his/her instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then;
2. Meet with the Division Chair who supervises faculty teaching the course to discuss the issue. If the concern still remains unresolved, the student may;
3. Elect to file a formal written Grade Appeal with the Executive Director of Enrollment. The Executive Director records the official filing of the appeal and then refers it to the Peer Review Committee. **A formal Grade Appeal may not be filed until steps 1 and 2 above have been completed.** It is recommended that students present documentation that may shed light on the appeal.

SECTION B - FORMAL Process

Conditions under which grade may be appealed:

1. If there is a dispute over the numerical calculation of the grade, or
2. If the grade assigned appears arbitrary or capricious or inconsistent with syllabus assessment/grading policy.

Faculty Peer Review Committee

Upon receipt of a student's written Grade Appeal, the Executive Director of Enrollment shall then convene a hearing of the Peer Review Committee. The committee will be formed ad hoc and consist of:

1. A division chairperson from OUTSIDE of the division where the course is offered. This chairperson is non-voting and serves only to facilitate the process.
2. Four faculty members who shall be selected by the Executive Director of Enrollment, with two from the Airport Campus and two from the Donaldson Campus.
3. The student who has filed the appeal must be in attendance or else waive her/his right to attend the meeting in writing prior to its being scheduled.
4. The involved faculty member may attend or send written comments at her/his discretion.

5. The institutional Registrar may be invited to provide information or as a committee resource.

The purpose of the Peer Review Committee is to determine whether or not the grade should be changed. If the Peer Review Committee finds the grade assigned was miscalculated, or appears arbitrary, capricious, or inconsistent with syllabus and assessment/grading policy, the Committee shall make a recommendation as to the appropriate grade to the Executive Director of Enrollment who will have final decision authority.

Student Name: _____ **Student ID#:** _____

Course Subject: _____ **Course #:** _____ **Course Title:** _____

Semester and Year: _____ **Grade Assigned:** _____

Please be sure to include a written appeal with this form.

Student Signature: _____ **Date:** _____
By signing my name above, I confirm I am the individual. (MM/DD/YY)

For office use only

Executive Director of Enrollment record official filing of appeal:

Completed Date: _____

Peer Committee review and decision:

_____ **Approved** _____ **Recommended Grade**

_____ **Denied**

Executive Director of Enrollment review and decision:

_____ **Approved** _____ **Grade to be assigned**

_____ **Denied**

Executive Director Signature: _____ **Date:** _____

The Executive Director of Enrollment will submit this form and student documentation to the Helena College Registrar's Office.

Office of the Registrar Date Processed: _____ Initials: _____