



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: ACADEMIC GRADE APPEAL PROCEDURE

Code: DD0705

Policy Reference: D0700, Graduation Requirements

The responsibility for evaluating students and assigning grades rests with the individual faculty member. Grading procedures should be clearly stated in the syllabus and given to the student at the beginning of the course. Changes in this grading procedure during the term must be communicated to the students in writing.

If there is a disagreement in the final course grade assigned to a student, the following review and appeal procedure shall be adhered to.

1. If the student wishes to appeal a final course grade, the student must submit a written student appeal to the appropriate program supervisor no later than the end of the following semester. The student should submit any supporting materials as part of the appeal.
2. The program supervisor shall review with the instructor (a) how the grade was determined and (b) the student's appeal materials. The instructor will reevaluate the student's grade based on the appeal. The instructor will then make a determination as to whether the grade should be changed. The appropriate associate dean/supervisor will inform the student of the decision.
3. If the student wishes to appeal this decision, he/she must make an appeal to the division dean within five (5) working days from the date of receipt of the decision. At this point, the division dean will convene an ad hoc division committee consisting of one administrator, two instructors chosen by Local 212 (faculty bargaining unit), and two students chosen by Student Government who will hear supporting arguments and evidence from both sides. The administrator and instructors must be from outside of the division. The members of the ad hoc committee will select the chair of the committee.
4. It should be noted that during the hearing, this committee will not address content issues but will deal solely with adherence to the grading process to include the grading procedure as stated in the course syllabus and any other published MATC grade procedures. Upon close of the hearing and any deliberations, the committee will make a recommendation. The committee chairperson will then review the committee's recommendation(s) with the instructor and division dean. The instructor will consider the issues raised by the committee and submit a final grade determination to the division dean within five (5) working days upon receipt of the committee's recommendation. The division dean will notify the student of the final grade determination. This is the final step in the grade appeal procedure.



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The appropriate pathway dean will make individual determinations regarding situations where course registration for a course(s) requires the passing of a prerequisite course under appeal is requested by the student,

If the student charges that the grade given was based upon discriminatory conduct, the academic grade appeal procedure will not be used; the student's charge will be referred to the Affirmative Action Office.

Office of Responsibility: VP of Learning

Last Reviewed: January, 2022