



## 3.6 Academic Grade Grievance Policy

Category: Academics

Name of Responsible Office: Academic and Student Affairs

Title of Responsible Executive: Provost and Vice President, Academic and Student Affairs

Date Established: August 1, 2022

Date Last Approved: February 1, 2023

### Policy Statement

Monroe Community College subscribes to the Joint Statement on Rights and Freedoms of Students and, with regard to this document, specifically supports the Preamble and Section 2 related to the rights and freedoms of students in the classroom. To protect the rights and freedoms of students and faculty members in keeping with this Joint Statement, the academic grade grievance policy provides for the orderly, fair, and prompt resolution of student academic grievances. The policy and its related procedure are established to ensure the due process and the equitable treatment and protection of all parties involved in the grievance.

The term *academic grade grievance* as used in this policy and its related procedure shall mean a formal complaint by a student of Monroe Community College contesting an individual assignment grade or a final course grade.

### ***Distinguishing Academic Grade Grievances from Other Student Complaints***

The academic grade grievance policy and its related procedure are a formal method for settling disagreements between students and course instructors about graded assignments and/or course grades. It is intended solely to discover and correct any problems related to the application of course grading standards to individual students.

The academic grade grievance process is not intended to deal with complaints about the general quality of the course or instruction, discrimination, harassment, or any student services-related issues. These issues are to be handled separately by registering a complaint to the relevant office (e.g., department chairperson, Student Rights and Responsibilities Office, Title IX Coordinator, Diversity Officer, MCC Ombudsman).

If an academic grade grievance involves the dispute of a grade assigned as a penalty after a determination of academic dishonesty, the complaint will not be handled as an academic grade grievance under this policy. It must be handled through the process described in MCC's *Academic Honesty Procedure*.

### Policy

The course instructor's grading policy, as detailed in the course information sheet, is the grading standard for each course. The student is responsible for knowing the grading policy and for meeting the requirements for grades as specified by the instructor. Any modifications during the semester provided by the instructor become part of the official course policies.

The burden of proof in the academic grade grievance process rests primarily with the student.

The *MCC Academic Grade Grievance Procedure* outlines the steps that must be followed by all parties. The failure of any College personnel at any level to communicate a decision to the student within the stated time limits shall permit the student to proceed to the next step of the process. The failure of the student to appeal the

grievance to the next step within the proper time limits shall constitute a withdrawal of the grievance and shall bar further action.

Students cannot grieve a grade in a course from which they have completed a student-initiated withdrawal. Once the student-initiated withdrawal has been completed, it cannot be revoked.

A student *may* file an academic grade grievance for one of the following reasons:

1. The grade reflects evidence of unfair grading practices on the part of the instructor (e.g., standards different from those that were applied to other students).
2. The grade assigned reflects a computational error.
3. The instructor failed to comply with the course information sheet concerning grades or assignments.

Generally, an academic grade grievance is not viable under these circumstances:

1. Disagreement with the grading policy as established in the course information sheet.
2. Disagreement with course rigor, standards, and/or expectations of performance.
3. Personal dislike of the professor.

If a student has questions about the viability of an academic grade grievance, they should contact the Assistant to the Provost.

**The process requires that a student first attempt to contact their professor to discuss the disputed grade and to attempt to find a resolution; if needed the department chair may facilitate contact.** If a resolution cannot be achieved, a student may file an academic grade grievance using the process outlined in MCC's *Academic Grade Grievance Procedure*.

## Applicability

This policy applies to all members of the College community.

## Definitions

*Academic grade grievance* -- a formal complaint by a student of Monroe Community College contesting an individual assignment grade or a final course grade.

## Related Information

### *College Documents*

[MCC Complaints and Incident Reporting](#)

[MCC Academic Honesty Procedure](#)

[Rights and Freedoms of Students](#)

[MCC Academic Freedom Policy](#)

### *Other Related Documents*

[SUNY memorandum to presidents on campus grading policies and procedures dated 4/30/13](#)