
GRADE APPEALS

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Great Basin College respects an instructor's qualifications and upholds the right of an instructor to determine academic standards. With faculty approval, an instructor establishes the scope, objectives, and methodology of the course being taught and is responsible for informing students of the requirements for completion of the course of study in the class. The instructor evaluates student performance according to written grading criteria made available to students at the beginning of the class.

The student is responsible for knowing the grading policy, which may include class attendance requirements, and for meeting the requirements for grades as specified by the instructor's policy.

Should students have questions about their final grade in a course, the following published procedures shall be followed. The procedures do not apply to cases of grades issued because of academic dishonesty.

Student concerns about instructor conduct or activities unrelated directly to grades should follow the student grievance procedure in the current GBC catalog.

The burden of proof in these procedures rests with the student. Students may consult with the Office of the Vice President for Academic and Student Affairs in Berg Hall or their local Center Directors for assistance with the procedures and policies for appeal.

Students appealing their final grade in a course must provide all tests, papers, and other evidence they have to support their appeal. The complaint must be justified based on the grounds for appealing a final course grade stated below.

Grounds for Final Course Grade Appeals

The grade appeal process is intended for final course grades only. Grounds for an appeal are instances where the grading policy, as stated in the course syllabus, was not followed by the course instructor or a clerical error was made in recording grade data.

The following are **not** grounds for a grade appeal:

- Great Basin College's grade appeal procedure does not address cases where the final course grade results from academic dishonesty or misconduct. It also does not apply to grade appeals related to discrimination, harassment, or retaliation as per GBC's Sexual Harassment Policy, which should be directed to the Office of the Vice President for Academic and Student Affairs in Berg Hall on the Elko Campus.
- The grade appeal process is not intended to deal with complaints regarding the content of courses or the quality of instruction. These issues should be directed to the department chairperson and/or appropriate dean.
- Only the **final** course grade submitted by the course instructor at the conclusion of the course can be appealed. Grades on individual course assignments cannot be appealed using this process, although the demonstration of an instructor's error on the grades for individual assignments may serve as evidence for an appeal of the final course grade.

Procedure to Appeal a Final Course Grade

Failure to initiate the following procedures within 30 calendar days of the end of the semester will result in the forfeiture of the right to challenge a grade.

These are the steps that must be taken:

Note: During summer months, faculty may not be available to complete the appeal process. The student still must initiate the appeal within 30 calendar days of the end of the semester, but it is possible that an appeal relating to spring semester may not be resolved until fall semester.