



441.3.2 - Final Grade Appeal

Purpose:

BSC recognizes the importance of providing prompt and efficient procedures for the fair and equitable resolution of student appeals. Students have the right to appeal a final grade when they believe the grade does not accurately reflect their performance. In such cases, the student is responsible for providing sufficient evidence to justify a change of grade.

Definition:

Appeal: An appeal is a request for reconsideration of a decision or sanction of the application of a college policy or procedure.

Procedure:

Informal Process:

The purpose of the informal procedure is to allow the parties involved in an appeal to attempt to resolve the problem themselves through the following steps:

- The student must first discuss the grade with the instructor within 10 class days of the posting of the grade.
- If the grade concern is unresolved, the student may bring the concern to the appropriate Assistant Dean.
- If the grade concern remains unresolved, the student may meet with the Academic Dean to discuss it.

Formal Process:

If the issue remains unresolved after informal steps, the student may initiate the formal appeal process within 5 class days of the Dean's decision.

- The student must submit a written appeal directly to the Vice President for Academic Affairs (VPAA). The appeal should include:
 - A clear and concise statement of the appeal,
 - Evidence supporting the claim,
 - Documentation of the steps taken during the informal process and
 - Remedy sought
- The VPAA will review the appeal and may request additional information from the student, instructor, or relevant administrators.
- The VPAA will issue a written decision within 7 class days of receiving the complete appeal. This decision is final.

References:



[441.3 Course Grades Operational Procedure](#)

[441.3.1 Final Grade Change Operational Procedure](#)

History of This Procedure:

Approved by Vice President of Academic Affairs Alicia Uhde on September 23, 2025.