



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

SCHOOL OF HEALTH SCIENCES

Grade Appeal Procedure

The student is to be respectful and professional at all times. If the student has questions concerning an individual test, the student should review the program's handbook for test question query and follow each step properly. If the program does not have a specific policy for question query, ask the faculty member if a certain question may be re-considered and bring written and referenced documentation to support the answer choice. The student is to schedule a meeting with the faculty member who lectured the content and seek clarification on the content missed. An individual test grade cannot be appealed, only the final course grade. Some classes may have a final grade for a theory portion and a final grade for a clinical portion, in the same course offering. Both of which must be passed to be successful in the course. Each of these final grades are appealable, but not each individual test or daily clinical grade. Your faculty member will clearly define in the class syllabus if this rule is applicable.

How to Appeal a Final Grade

* This process is specific to the SHS and differs from the NWCC Bulletin*

1. Schedule a meeting with the instructor to see if an understanding or clarification on the final grade can be achieved.
2. Obtain and complete a grade appeal form at www.northwestms.edu under students' tab, links and resources, grade appeal form.
3. Submit the complaint in writing to the Director of the Program within 1 business day from the date the grade was received. Once this form is submitted, the student is allowed to participate in lab, simulation or classroom activities. If the Director of the Program was also the instructor who issued the grade, the student may submit the appeal to the Dean of Health Sciences.
4. The Director of the Program will attempt to resolve the complaint in a conference between the student and the instructor, to be held within 2 business days from the date the complaint was received. The Director of the Program will render a decision and inform the student of this decision within 24 hours of the conference.
5. If the complaint is not resolved in (#4), the student may submit the complaint to the Dean of the School of Health Sciences within 1 business day from the date of the

- dissolution of step 4. The Dean will attempt to resolve the complaint in conference with the student to be held within 2 business days from the date the complaint was received by the Dean. The Dean of the School of Health Science will render a decision and inform the student of this decision within 24 hours of the conference.
6. If the Dean of the School of Health Sciences does not resolve the complaint the student may request a hearing before the Student Grade Appeals Committee. This request must be submitted in writing to the Vice President for Instruction within 1 business day following the Dean of the School of Health Science's decision in the matter.
 7. The Northwest Mississippi Community College Student Grade Appeals Committee shall be composed of seven members and constituted as follows: A Chairperson designated by the President, three faculty members selected by the President, and three students who are Student Government officers or are enrolled in or have completed the leadership course. Alternate students may be chosen by the Vice President for Instruction. The decision of the grade appeal committee is final.