



St. John's College Policies and Procedures

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SYSTEM: HSHS	MANUAL(S): HSHS St. John's College Policies
TITLE: Grade Appeal Policy	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 09/01/2024	REVISION DATE(S):
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

The purpose of this policy is to define when a course grade may be appealed by the student.

Policy:

Conditions for Appeal to Academic Dean

A student who disagrees with a final grade awarded for a class may appeal the final grade to the Academic Dean within two weeks after the date that final grades are posted.

A student may appeal a grade only if the student has first appealed to the faculty and one of the following two conditions applies:

- An error was made in calculating the grade; or
- The instructor deviated from the evaluation criteria established by the syllabus for the course.

Subpart B. Final Determination

A student may appeal the decision of the Academic Dean to the Chancellor within five (5) business days of receipt of the decision of the dean. The decision of the Chancellor is final and cannot be appealed under any circumstances.