

Student Guide to a Disputed Final Course Grade

You completed the course and you have a question about your final grade. . .

Note: This is a guide only. Refer to the official Academic Regulation 9.44 “Disputed Final Course Grades” for more information. To view the most current version of the regulation, go to the Montgomery College home page at www.montgomerycollege.edu and click on the “Official Policies and Documents.” Next, under “Links”, click on “MC Policies and Procedures” and you will go directly to the College Policies and Procedures page. The regulations are found in the link entitled “Appendix I.”

FIRST talk to your instructor to try to resolve the issue.

It is in your best interest to contact the instructor immediately after you receive your final grade. All discussions about final grades must be initiated before the end of the second week of the following academic semester. The timeline is very important. If the instructor is not available contact the department chair. Keep your class syllabus and all of your work such as exams, quizzes, homework, and in-class assignments. **Document everything.**

If you and your instructor cannot reach a satisfactory resolution. . .

Request a meeting with the department chair

Submit a written request for a meeting with the department chair within twenty week days of the meeting with the instructor. It is best to do this as soon as possible following receipt of your grade. If you fail to submit a written request within the twenty week days the dispute will be terminated. The chair will meet with both the student and the instructor either together or separately. At the conclusion of the chair’s review he/she will send a written statement to both the student and the instructor within ten week days of your initial contact with the chair. **Be sure to check your official college e-mail for messages and communications.**

The first two steps described above are referred to in the academic regulations as an “informal” process. Many final grade disputes are resolved in the informal phase. If a resolution is not reached you may ask for a formal review of the final grade as follows:

Request for a FORMAL REVIEW

A request for a formal review must be submitted in writing to the department chair within ten week days after you receive the written statement from the chair (in the step above). A written request for a formal review must include:

- A specific complaint.
- All relevant course information including syllabus, exams, homework and other graded work.
- A statement of what resolution you are seeking.

Include all of your arguments in the written request for a formal review.

No new arguments can be added after the written request for review is submitted.

The chair will submit your request for the formal review to the appropriate instructional dean. The dean will conduct an initial review to ensure that the process has been followed correctly and the deadlines have been met. If not, the instructional dean will dismiss the appeal. A dean’s dismissal is final and cannot be appealed. If a formal review is warranted, the dean will notify the student of the date and time the review committee will meet to consider your grade dispute. The academic regulations contain information about the format and operation of the review committee. To prepare for your meeting with the review committee you should review the regulations.

Following the meeting with the review committee, the committee will notify the instructional dean of its decision. The dean will notify the student and the instructor of the committee’s decision. The decision of the review committee is final and cannot be appealed! The dean will enforce the committee’s decision but the dean cannot change the decision.

You may ask for help at any point in the process from a counselor or a faculty advisor.

Note: Formal review for spring and summer courses will be heard at the beginning of the following fall semester.
Follow the timeline carefully! Appeals filed after the specified periods will be dismissed.