



## Appeal of Grades Policy

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Effective:	[Leave this date blank.]
Prior Versions:	Existing policy is of unknown date
Responsible Office:	The Office of the Provost working with the deans, department chairs, and faculty.
Review By:	[Date will be assigned by Executive Policy Committee]

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### **I. PURPOSE**

To support fairness in grading by giving students recourse to an appeals procedure when they think they have been graded incorrectly. At the same time, to preserve faculty control of grading by routing appeals through academic administrators at the department and college levels.

### **II. POLICY**

Individual course instructors are responsible for assigning grades. Grounds for a grade appeal are either a violation of the faculty member's stated grading policies or grading that is prejudicial or unfair. Students wishing to appeal a final course grade assigned by a faculty member should follow the procedure listed below. In all of the following proceedings, a student in an online class who is unable to attend a face-to-face meeting may communicate with the appropriate person via email or other appropriate digital means.

### **III. PROCEDURE**

After the submission of grades, during regular university work days, and not later than the second week of the next regular fall or spring semester after receiving the grade, the student should first arrange a meeting with the instructor to discuss his/her concerns.

Access to the appropriate course should be provided by the Office of Online and Distance Education such that the student and relevant university officials are able to access their records.

If the student and the instructor cannot come to a resolution, the student can appeal to the appropriate department chair or equivalent in units or programs without a chair. The student should submit a written appeal containing the following:

- Student name
- Student email address
- Student S-number
- Class and section number
- Faculty member name
- Description of student's efforts to resolve concern with faculty member
- Copy of syllabus
- Grades earned by student on each assignment
- An argument outlining the basis for a change in grade, including applicable evidence to support this argument where possible
- Other information as relevant

After reviewing the appeal, the chair will meet with the student and faculty, each individually, and then together. The chair will then make a decision within 10 business days of the last meeting. In cases where the instructor is also the department chair or dean, then another appropriate administrator (such as an associate dean) will take on the role of the chair in this policy.

A student or faculty who wishes to appeal the decision of the chair must do so within 10 business days. The appeal should be made to the appropriate dean or designee, who shall then review the original faculty recommendation, the appeal, and any other information submitted by either party at this stage of the appeal. The dean shall then have 10 business days to issue a decision. The dean's decision is final, and not subject to appeal.

In cases where the dean finds reason to change the grade, or if the chair makes such a decision and it is not appealed by the faculty, the dean's office shall ensure that the grade is changed in the appropriate administrative system.

#### **IV. APPLICABILITY**

This policy is applicable to all faculty, staff, students, and academic administrators.

#### **V. NOTIFICATIONS**

This policy will be posted in the Student Handbook, in the university's shared drive system, and online in an appropriate, publicly-accessible web page. Faculty, staff, and academic administrators will be trained to refer students who have questions about appeals to this posted policy.

**VI. INTERPRETATION**

The Office of the Provost will interpret the policy if questions arise.