

DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND RECREATION

College of Professional Studies
Missouri Western State University

GRADE APPEAL PROCESS

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor delegated by this university.

The grade appeal procedure is available for the review of allegedly capricious grading or clerical error by the instructor and not for the purpose of evaluating the student's academic excellence in any particular course. Capricious grading, as that term is used here, consists only of any of the following:

- 1) The assignment of a grade to a particular student on some basis other than the performance in the course;
- 2) The assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course;
- 3) The assignment of a grade by a substantial departure from the instructor's previously announced standards.

STUDENT APPEAL PROCESS

- Step 1 – The student must discuss the course grade fully with the instructor of the course. This must be done no later than thirty (30) days into the succeeding regular academic semester.

If the student desires to appeal the grade further, he or she may utilize the departmental grade appeal procedure.

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- Step 2 – If step one does not resolve the issue, contact the Chairperson of the Department of Health, Physical Education and Recreation in *writing*. This written appeal must be no later than ten (10) days after the aforementioned thirty (30) day deadline. The student is to state in writing, giving compelling reasons and support materials as to why they think there was an error in the grade they received.

The Department Chairperson will, if deemed necessary, ask another faculty member in the Department to review the grade appeal. The Department Chairperson shall individually meet with the student and shall provide the student an opportunity to fully represent his/her case.

After having met individually with the faculty member and the student involved in the case, if necessary, the Department Chairperson will jointly meet with the faculty member and the student.

The Department Chairperson, after full study of the case, shall notify the student in writing of the Department's decision within thirty (30) days of receipt of the written appeal.

- Step 3 – If the appeal is not resolved at the Department level, the student may appeal to the Academic Regulations and Standards Committee in accordance with their rules and regulations. This step shall be in writing no later than ten (10) days after receipt of the Departmental decision. The Department will forward all pertinent documents to the Committee. The Committee will notify, in writing, the student, instructor, and Department of its decision within thirty (30) days of receipt of written appeal. **The decision of the Academic Regulations and Standards Committee is final.**

The grade appeal process shall be completed within the semester succeeding the awarding of the original grade.

**IT IS THE RESPONSIBILITY OF THE STUDENT
TO INITIATE THE GRADE APPEAL PROCESS**