

## **Grade Appeal Process**

### **Academic Policies**

Effective: 07/01/2010

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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 the term is used here, consists only of any of the following:

- the assignment of a grade to a particular student on some basis other than the performance in the course;
- 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;
- the assignment of a grade by a substantial departure from the instructor's previously announced standards.

#### Student Appeal Process

**Step One-** The student must discuss the course grade fully with the instructor of the course. This must be done no later than thirty (30) calendar days into the succeeding regular academic semester, beginning with the first day of classes.

**Step Two-** If the student desires to appeal the grade further, he or she may utilize the departmental/school grade appeal procedure.

Every academic unit must have a set of grade appeal procedures which are to be made available to student upon request; copies of those procedures are to be on file in the office of the relevant academic Dean and the Provost and Vice President for Academic Affairs. The challenge must be made in writing to the appropriate departmental chairperson/school dean. The appeal must be made no later than ten (10) calendar days after the aforementioned thirty (30) day deadline.

The departmental chairperson/school dean shall notify the student, in writing, of the department's/school's decision within thirty (30) calendar days of receipt of the written appeal.

**Step Three-** If the appeal is not resolved at the departmental/school level, the student may appeal to the Academic Regulations, Standards and Honesty Committee in accordance with its rules and regulations. This appeal must be made in writing no later than ten (10) calendar days after receipt of the departmental/school decision. The student must submit his/her written appeal to the department chairperson/school dean and request that the appeal and

any relevant documents regarding the case be sent to the chairperson of the Academic Regulations, Standards and Honesty Committee. Examples of relevant documents include, but are not limited to: (1) course syllabi, (2) course assignments, (3) the graded work of the appellant, and (4) samples of the graded work of other students who were in the same course as the appellant. The department chairperson/school dean will obtain all relevant documents from the course instructor and forward them to the committee chairperson within ten (10) calendar days of the student's request. The course instructor is expected to comply with all requests for relevant documentation from his/her department chairperson/school dean. Upon review of the evidence, the committee may request any additional information that it deems necessary from the appellant and the course instructor. The committee chairperson will forward the request for additional information to the appellant and to the department chairperson/school dean. The appellant and the department chairperson/school dean must provide the additional material to the committee chairperson within five (5) calendar days of the committee's request. Furthermore, the committee may wish to interview any of the parties involved in the appeal. If so, the committee chairperson will notify the parties to schedule the interview. The course instructor and the appellant are expected to comply with all requests for additional information and interviews.

The committee chairperson will notify the student of the committee's decision in writing, within thirty (30) calendar days of receipt of the written appeal. This notification will be delivered by regular mail to the postal address on file for the student and by e-mail to the student's university e-mail address. The committee chairperson will also notify the course instructor, the department chairperson/school dean, the relevant academic dean, the Provost and the Registrar of the committee's decision. This notification will be transmitted to these individuals by campus e-mail.

If the committee determines that the student's grade ought to be changed, the committee chairperson must submit a Revised Grade Report Form to the Registrar's Office. The Registrar will modify the student's transcripts within ten (10) calendar days after receipt of the form from the committee chairperson. The decision of the Academic Regulations, Standards and Honesty Committee is final.

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

It is the responsibility of the student to initiate the grade appeal process.