

Revised: September, 2002

College of Arts and Sciences Grade Appeal Policy and Procedure

Purpose

The Grade Appeal Committee for the College of Arts and Sciences will review cases involving challenges to the grade received by a student in a course and will recommend action on such challenges to the college dean. The committee shall consist of a minimum of six members-namely, the chairperson, at least four faculty members, and one student representative.

Procedure

Students appealing a final grade in a course should first attempt to resolve the matter with the instructor of the course.

If no resolution takes place at that point, then the student should address the matter in the presence of both the instructor and the department chairperson.

If those efforts at conciliation do not resolve the dispute, the student should forward a written appeal to both the dean and the department chairperson. The letter should include detailed information about the grades received in the class, and the reasons the student believes that the final grade is inappropriate. The document must also include a current address and phone number (s) so that the student may be reached immediately. The department chairperson will forward this letter to the chairperson of the Grade Appeal Committee.

After reviewing the request, the Grade Appeal Committee chairperson will schedule a date for the hearing. A copy of the student's letter and supporting materials will be sent to each committee member. A copy will also be sent to the instructor of the course.

The committee chairperson will notify both the student and the instructor of the scheduled date and time of the hearing. If there is a time conflict, the appeal will be rescheduled.

Both the student and the instructor are required to attend the hearing and to bring all supporting materials. These may include graded tests, papers, and projects; extra credit and homework assignments; participation reports and attendance records; and any other information reflecting the student's classroom performance.

Neither the student nor the instructor may bring a support person to the hearing. The goal is to resolve the issue upon hearing evidence provided by the two parties involved. Support people such as best friends, parents, and spiritual leaders will not be allowed to attend the hearing.

After hearing the information provided by both parties, the committee will request an adjournment of the meeting. The committee will then deliberate and a recommendation will be made to the committee chairperson within a timely manner.

The committee chairperson will forward the decision to both the student and the instructor. Copies of the letter will be sent to the department chairperson and to the dean of the college.