

Hofstra College of Liberal Arts and Sciences
GRADE APPEAL POLICY
(Adopted by the Faculty December 3, 1997)

It is the right and responsibility of each faculty member to determine student grades at Hofstra University. Each instructor's right to determine the grades assigned in his or her classes shall not be abrogated except in the most extraordinary circumstances. Nothing in this policy shall be construed to apply to or affect an individual instructor's grading standards. Only final grades may be appealed. Appeals for grades received in the fall semester must be initiated by the end of the third week of the following spring semester. Appeals for grades received in January, spring, and summer must be initiated by the end of the third week of the fall semester.

If there is a disagreement between a student and an instructor about a final grade, it is expected that the problem will be resolved through discussion between the student and the instructor. If such discussion does not resolve the problem (or the instructor is no longer in residence or is otherwise unreachable) the chair of the department may be called upon to help. (If the instructor is the chair, then the dean's representative for student academic affairs, or the dean's designate, may be called upon.)

If discussion among the student, instructor and chair still does not lead to resolution, the student may appeal in writing to the dean's representative for student academic affairs, detailing the arguments for a change of grade. The dean's representative will review the issues and merits of the case. If discussion between the dean's representative and student does not lead to resolution, the dean's representative may elect to convene an ad hoc committee

The ad hoc committee will review the final grade and decide whether it should be raise, lowered, or remain the same.

The ad hoc committee shall consist of three tenured members of the department (excluding the chair and instructor) selected by the department's personnel committee, and, in an advisory capacity, the dean's representative for student academic affairs. (In the event that there are not three tenured faculty members in the department available to serve on the committee, the additional members shall be selected from tenured members of related departments by the dean in consultation with the chair of the department.)

The student must submit a letter to the committee detailing the arguments for a change of grade. After selecting a chair from among its faculty members, the committee must invite the student, the instructor, and any other witnesses it deems relevant to appear before it and present any relevant evidence. The committee will not disclose to the student the grades of other students in the course or any other information it deems private. The committee may determine that a change of grade is appropriate only if one or more of the following is demonstrated to be true:

1. A demonstrated bias by the instructor is reflected in the grade.
2. The student's final grade is inconsistent with the other grades he or she earned in the course and cannot be justified by other pedagogical considerations.

If the committee by a unanimous vote determines that there is just cause to alter the grade, the three faculty members on the committee shall convene to determine, by a unanimous vote, the appropriate new grade. The full committee shall inform the student, instructor, chair and dean in writing of their decision, and of any change in the final grade that shall be made. The committee's decision shall be final.