

SOEAHS GRADE APPEAL POLICY
approved December 6, 2002

According to Faculty Policy Series #42, students have the right to appeal a grade when they believe that the grade was based on factors other than the student's academic performance in the course.

The stages of the appeal process are as follows:

1) Appeal to the Instructor

As soon as possible following the assignment of the grade, the student must communicate with the instructor and explain concerns about the grade, seeking a resolution.

2) Appeal to the Chair

If the problem is not resolved, the student may submit a written statement to the Chair of the Department, detailing the argument for a change of grade, specifically identifying and documenting those factors (other than academic performance) which the student believes affected the grade. The student must submit this written statement within 15 days following the start of the fall or spring semester immediately following the semester in which the disputed grade was assigned. The chair will forward a copy of this statement to the instructor.

The Chair will meet with the instructor and student in an effort to mediate a resolution and respond, in writing, to the student within 15 days from receipt of appeal.

3) Appeal to the Dean

If the problem is not resolved, the student may appeal to the Dean by submitting a written statement. The Dean will meet with the Chair, the instructor, and the student, in an effort to mediate a resolution and respond in writing to the student within 15 days from receipt of appeal.

4) Appeal to an Ad Hoc Committee

If the problem is not resolved and the student wishes to continue the appeal, the Dean, in consultation with the department chairperson, will establish an Ad Hoc Appeal Committee. The committee will include three faculty and a non-voting representative from the Dean's office.

The committee shall begin with the presumption that the course grade was assigned correctly and the burden of proof shall lie with the student. The committee shall have the authority to investigate the appeal fully. Within 15 days after the appointment, the Ad Hoc Committee will issue its decision. If the committee determines that the course grade was based on factors other than the students' academic performance in the course, the faculty members of the committee may determine a new grade and submit a change of grade.

5) Appeal to the Provost

If the problem is not resolved, the student may appeal to the Provost. In all appeals to the Provost, the Provost shall begin with the presumption that the Appeal Committee's determination is correct. If the Provost determines that there is cause for reconsideration, the Provost (or designee) shall reconvene and chair (without vote) the Ad Hoc Grade Appeal Committee to review the case. The Committee's final determination upon reconsideration shall be forwarded to the President.