



HOFSTRA UNIVERSITY
FRANK G. ZARB SCHOOL OF BUSINESS

Statement on Course Grade Appeal

The Zarb School of Business adopts in full the Hofstra University Course Grade Appeal Policy in Faculty Policy Series #42 with the following additions.

The student must appeal to the instructor in writing within the first three (3) weeks of the spring semester following a fall semester in which the disputed grade was given; within the first three weeks of the fall semester following a Spring semester in which the disputed grade was given; by March 31 following a January "X" session in which the disputed grade was given; or by October 31 following any summer session in which the disputed grade was given. The burden of presenting all facts, circumstances and the record will be on the student. The instructor will respond to the student within a week. If the dispute is not resolved, the student has an additional two (2) weeks to appeal to the Department Chair. The Chair or the Associate Dean for Faculty Development (when the Chair is the instructor in question) will respond to the student within two weeks. If the Chair cannot resolve the dispute, the student has an additional two weeks to appeal to the Dean. The Dean will respond to the student within two weeks.

If the Dean cannot successfully mediate a resolution to the dispute between instructor and student, then the Dean shall instruct the Chair of the department to convene an Ad Hoc Grade Appeals Committee composed of three full-time faculty members in the department (but not the instructor involved in the dispute).

The Appeals Committee must render a decision by May 15 if the dispute is about a fall semester grade; by December 15 if dispute is about a spring semester grade; by January 15 if dispute is about a summer session grade; by June 15 if dispute is about a January "X" session grade.

All parties will follow this time frame except in the case of unforeseeable circumstances or emergencies where the Dean may adjust the dates at his/her discretion.