

**GRADE APPEAL POLICY**  
**SCHOOL OF HEALTH PROFESSIONS AND HUMAN SERVICES**  
**(May 13, 2013)**

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.

If a student disagrees with the final grade assigned, they must communicate their concern directly with the instructor in an effort to seek resolution. To commence a fair and expeditious processing of grade appeals, the student must adhere to the established timelines for initiating the process. Appeals for grades received in the fall and January semesters must be initiated by the end of the third week of the following spring semester. Appeals for grades received in the spring and summer semesters must be initiated by the end of the third week of the fall semester.

If, after the discussion with the instructor, the problem is not resolved, the student can submit a written statement to the chair of the department outlining and documenting an appeal for a grade change. The chair will confer with the instructor and student in an attempt to mediate a resolution.

If the chair's intervention does not provide a resolution, the student may appeal, in writing, to the HPHS Dean's office. The appeal must be initiated within two weeks, detailing the arguments for a change of grade. Grades of other students in the course will not be considered a factor in the appeal. The HPHS Dean or designee will then review the issues and merits of the case. The HPHS Dean or designee may choose to dismiss the case if there is no material basis for the appeal, mediate a resolution, or empanel an ad hoc appeals committee in consultation with the departmental chairperson.

The ad hoc committee shall consist of three tenured members of the department (excluding the chair and instructor). In the event that there are not three tenured faculty members in the department available to serve on the ad hoc committee, additional members shall be selected from tenured members of related departments by the HPHS Dean or designee.

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 student must submit a letter to the ad hoc committee detailing the arguments for a change of grade. The ad hoc committee will begin with the presumption that the course grade was assigned correctly, and that the burden of proof shall lie with the student.

If the committee determines that there is just cause to alter the grade, the three faculty members on the committee shall convene to determine the appropriate new grade. The committee shall inform the student, instructor, chair, and HSHS Dean or designee in writing of the ad hoc committee's decision, and of any change in the final grade that shall be made.

Both a faculty member and a student have the right to request a review by the Provost of the decision by the HPHS Dean or designee (in the event that an ad hoc committee is not convened), or by the ad hoc appeals committee. In such instances, the Provost shall begin with the presumption that the HPHS Dean or designee or the ad hoc appeals committee's determination is correct. The Provost determines if the proper procedure was followed. If he or she determines that there is cause for reconsideration, the Provost shall convene (or reconvene) the ad hoc appeals committee for further consideration of the matter. In all cases, the ad hoc appeals committee's decision shall be forwarded to the student who made the appeal, the instructor involved, the HPHS Dean or designee, and the Provost.