

SCHOOL OF COMMUNICATION

Grade Appeal Policy

Revised at the 12 November 2012 SOC Meeting

It is the right and responsibility of the faculty to determine student grades at Hofstra University. Each instructor's right to determine grades assigned in her or his classes shall not be abrogated except in the most extraordinary circumstances. Nothing in the procedures that follow shall be construed to apply to or affect an individual's grading standards.

If there is a disagreement between a student and an instructor about a final grade, the student shall appeal in writing to the instructor (unless the instructor is no longer in residence or is otherwise unreachable). If this appeal does not resolve the issue, the student may then appeal to the Chair of the Department. (If the instructor is the Chair then the appeal should be sent to the Dean). The student shall be required to submit a written statement to the Chair detailing an argument for a change of final grade. The chair shall attempt to mediate a resolution, but cannot change a grade. If no satisfactory resolution is achieved, the student has the right to continue the appeal process by making a formal written appeal to the Dean of the School of Communication. The Dean will review the issues and merits of the case. The Dean may choose to dismiss the case if there is no material basis for the appeal, to mediate a resolution, or to empanel an AD Hoc Appeals Committee according to the timeline specified below.

The Ad Hoc Appeals Committee shall be composed of three tenured members of the department (excluding the Chair and the instructor) selected by the Dean and the Chair of the DPC. (If the instructor is the Chair of the DPC then the appeal should be sent to the Chair of the Department.) In the event that there are not three tenured members in the department available to serve on the committee, the additional members shall be chosen from tenured members of related departments. The student must submit a written statement to the committee detailing an argument for a change of grade. The committee shall have the authority to investigate the matter fully and request material from the student and the instructor. The committee, however, proceeds from the presumption that the course grade was justified; the burden of proof shall lie with the student. If the committee members find that the grade was not based on academic performance, they may determine a new grade and submit a change of grade through the Dean's office.

If the instructor is the chair or the DPC chair, the appeal goes to the Dean.

Both a faculty member and a student have the right to request a review by the Provost of the decision by the Dean (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 Dean's or the Ad Hoc 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 Dean and Provost.

(Timetable is the same as page 2 of FPS #42)

(Revised October 2012)