

GRADE APPEAL POLICY

Introduction

The University's commitments to academic quality and integrity, as well as to academic freedom, rest upon honesty and fairness in all aspects of scholarly endeavor. Faculty must evaluate and grade student work fairly and reasonably, and students must maintain scholastic honesty beyond reproach. Disputes that arise about fairness and honesty are best resolved through open and sincere communication among all parties – students, faculty, committees, and administrators. The following section on academic concerns addresses procedures for resolving grade appeals.

Grade Appeal

A. Definition

A grade appeal is an allegation by a student that such student received a semester grade IN A COURSE offered for credit that was not in accordance with the grading criteria described in the course syllabus.

B. Procedure

1. The student will contact the instructor before the fifth week of the following semester to discuss the instructor's and student's reasoning for the grade given or desired.
2. If the student remains dissatisfied, he/she has two weeks to forward a written appeal to the division chair. The division chair shall respond in writing, giving his/her decision within one week of receipt of the student's written appeal.
3. If the student is still dissatisfied, or if the teacher involved were the division chair, the student will appeal in writing to the chair of the Academic Standards Subcommittee within one week of the decision of the division chair. Both the student and the instructor will be given the opportunity to present their cases before the subcommittee. If the instructor involved in the appeal is a member of this subcommittee, he/she is restricted from participating in the deliberations of the subcommittee. This subcommittee will recommend to the Vice President for Academic Affairs a resolution to the conflict, and the VPAA will respond with a recommendation that the grade be changed or retained; the recommendation will be in writing, and given to the faculty member and the aggrieved student.

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Sponsors: Vice President for Academic Affairs and Faculty Association