



GRADE APPEAL POLICIES AND PROCEDURES

All students have a legitimate right to seek redress when they consider their final grade in a course to be unreasonable, unjust, or capricious. This grade appeal procedure shall be initiated during the term immediately following issuance of the grade in question; in cases involving special and unusual circumstances this time period may be reasonably extended.

Procedure:

1. The student should consult the faculty member who issued the grade for reconsideration of the grade.
2. If, after seeing the faculty member, the student wishes to pursue the issue or if the faculty member is unavailable, he/she should then approach the faculty member's Department/Unit Head and ask for an investigation of the grade appeal.

At this time, the student must present a written statement to the Department/Unit Head explaining the reasons for believing the grade to be unreasonable, unjust, or capricious. The Department/Unit Head is responsible for consulting the parties involved, gathering all pertinent information, and for preparing a written statement of the facts which will be given to the student and faculty member and be used in reviewing the facts with the student and the faculty member. The Department/Unit Head shall be responsible for:

- a. Either concurring with the faculty member that the grade should remain as recorded, or,
- b. Suggesting to the faculty member that the grade be reviewed.

The student and faculty member shall be informed in writing of this conclusion. If the student believes the grade appeal has not been resolved satisfactorily, he/she may appeal the grade in writing to the appropriate dean.

3. If the Department/Unit Head is the teacher of record, the student shall appeal in writing directly to the appropriate Dean, instead of to the Department/Unit Head as in 2 above. For undergraduate and unclassified grade students, the appropriate dean is the Dean of the College in which the academic department is located. For graduate students in a degree program, the appropriate dean is the Dean of the Graduate College. The Academic Dean shall be responsible for requesting a written statement from the Department/Unit Head. If the issue is not resolved to the student's satisfaction, the student may write to the Dean and request a hearing by the Grade Appeal Committee.
4. The Dean, in consultation with the Grade Appeal Committee, will review the statement prepared by the Department/Unit Head. If the Dean believes the issue should be pursued, he/she will convene the Grade Appeal Committee for a hearing. If the Dean believes the issue should not be pursued, the grade remains as recorded. The decision of the Dean is final. All parties must be so notified.
5. For undergraduate and unclassified graduate students, the Academic Dean will have a standing Grade Appeal Committee, to be selected each year, composed of five members as follows:
 - Two faculty members and two alternates selected by the Graduate Executive Council.
 - Two student members with two alternates selected by the Student Senate.
 - The graduate Dean or his/her representative.
6. The Grade Appeal Committee will investigate the case, and hold a hearing in which the student, the faculty member, and the Department/Unit Head shall be invited to participate. The committee deliberations following the hearing will be confidential.
7. If the committee decides the challenged grade is unreasonable, unjust, or capricious, it shall so recommend to the Dean, who shall have the power to change the grade from a letter grade to a grade of "P" (pass.) The credits for this course will count toward undergraduate degree requirements. In unusual circumstances, with agreement of the student and the faculty member, the grade may be changed to "R" (registered). If the committee decides there is insufficient evidence to support the student's claim, it shall be recommended to the Dean that the original grade should stand.
8. In all instances the committee will reach a conclusion and submit its recommendation in writing to the Dean, who shall render a written decision, copies of which shall be sent to the student and the faculty member. The decision of the Dean shall be final.