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Chapter 1, Academic Practices

Section 15, Grade Appeals

Approval Authority: Board of Regents

Responsible Executive: Provost/Vice President for Academic Affairs

Responsible Office(s): Departments

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Next Review Date:

Grade Appeals

Policy Statement

1. If a student wishes to appeal a course grade, the procedure below should be followed:
 - a. The student should consult with the instructor, seeking a satisfactory explanation.
 - b. If, after consulting with the instructor, the student believes that a grievance exists, the student may present a complaint in writing outlining the basis of the grievance to the department chair within 30 days after the beginning of the next semester, exclusive of summer session. The department chair shall consider the matter in consultation with the instructor and the student and exercise influence towards mediation.
 - c. If the grievance remains unsettled, the department chair shall as soon as practicable refer the matter to the departmental committee on academic practices composed of the department chair, two members of the department elected by the faculty thereof (with one alternate member to serve in the event that one of the regular members is the person against whom the complaint has been lodged), and one student member chosen by the department chair. All members of the committee shall have voting privileges. In cases where the department has an insufficient number of faculty members to make the above procedure workable, the Provost and Vice President for Academic Affairs and the dean of the college in which the course is offered shall appoint an appropriate committee.
2. Meetings of the departmental academic practices committee shall be scheduled at a mutually agreed-upon time, when all relevant parties can reasonably be expected to participate. A student who has agreed to a time for a meeting of the departmental academic practices committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original letter of appeal.
3. After considering the evidence and any rebuttals submitted by the student and/or the instructor, the committee shall make a decision which shall be binding. All parties shall be informed of this decision within ten working days.
4. Appeals from the committee's decision may be made on procedural grounds only and must be made within 20 days following notification of the departmental committee decision. Such an appeal should be made to the dean of the college in which the course is offered and, if necessary, then to the Provost and Vice President for Academic Affairs.

Entities Affected by the Policy

- Colleges
- Departments
- Faculty
- Students

Interpreting Authority

Provost and Vice President of Academic Affairs

Policy Adoption Review and Approval

Policy Revisions

Date

July 24, 1992

March 2, 1992

Entity

Board of Regents

Faculty Senate

Action

Adopted

Approved

Policy Issued

Date

July 30, 1987

Entity

Board of Regents

Action

Adopted*

*As part of the Faculty/Staff Handbook