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5 **Grade Appeal Procedure**

6 (This policy statement supersedes 79-17, 86-05, 86-05 Amended, 94-07, 99-16, and 10-05.

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8 This revised policy was recommended by the Academic Senate on October 20, 2011
9 and approved by the president on October 24, 2011.

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11 **1. Grade Appeal General Information**

12 1.1. The primary authority of the instructor in the assignment of grades must be respected. An instructor's evaluation of
13 a student's work and performance in that instructor's course must not be over-ridden merely because of a difference
14 of opinion or evaluative judgment, provided it is formed in accordance with the generally accepted canons of the
15 relevant discipline and of the academic institution where said course is offered. The university presumes that every
16 instructor wants and tries to be non-prejudicial, objective, and consistent in the assignment of grades. This
17 presumption, however, may be over-ridden by weight of evidence to the contrary.

18 1.2. Although the university presumes that grades assigned are correct, the university has established this grade appeal
19 procedure both to protect students against academic and administrative evaluations and decisions that are
20 prejudicial, capricious, or arbitrary, and to preserve the authority of instructors to evaluate student work in a non-
21 prejudicial, objective, and consistent way. This procedure, available equally to undergraduate and graduate students,
22 also preserves the rights of instructors to appeal grade appeals committee findings as outlined below. The policy in

101 statement to all parties involved.

102 2.13. Chairs of department/program and college grade appeal committees shall provide a written report to their dean at
103 the end of each semester detailing the number and disposition of cases heard.

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105 **3. Preliminary Informal Phase of the Grade Appeals Process: Initiation of Grade Appeals**

106 3.1. Students who believe they have received a final course grade that reflects prejudicial, capricious, or arbitrary
107 grading of their academic performance must make this belief known to the instructor(s), either orally or in writing,
108 before they begin the formal appeal process. In accordance with the Policy on Final Course Grades, Grading
109 Procedures, and Final Assessments, students have a right to be informed of their scores and to review each of their
110 demonstrations of competence with their instructors. If materials submitted for a demonstration of competence are
111 not returned to the student, such materials will be retained for at least two (2) subsequent semesters by the
112 instructor. The materials shall be accessible to the department office. In the absence of the original instructor, an
113 instructor with appropriate qualifications may be appointed by the Chair to review the demonstration of competence
114 with the student.

115 3.2. In the event an instructor is not available to participate, the department/program chair in the discipline/program may
116 appoint another instructor whose areas of expertise most closely approximates that of the instructor of record to
117 represent the interests of the latter.

118 3.3. If the student cannot resolve the problem after informal consultation with the instructor and intends to continue the
process, the nJ 0 Tc1(f)2ono13(t)2(heSp2)-3(e aob0.004 Tc -0.004 Tw 9 0 (118)Tj 00h)13(dent)113(t)2prdepare aob7(ogr)2(ud)1 be

- 150 grade appeals committee to the instructor and to the student.
- 151 4.1.2. The instructor may submit a written response to the student's appeal and a rationale to be considered by the
152 grade appeals committee. The department/program chair must also provide a copy of the response and
153 rationale to the student.
- 154 4.1.3. The student may terminate the appeal at any point by submitting a written request to withdraw the appeal.
- 155 4.2. The department/program grade appeals committee shall consider the appeal, adhering to the principles and
156 guidelines of paragraphs 1.1., 1.10., 2.9., 2.10., and 2.11., above. A department/program grade appeals committee
157 shall reach its decision within 40 instructional days after it receives the appeal.
- 158 4.3. If the appeal is granted by the committee, the committee will then determine a grade for the student based upon the
159 evidence included in the appeal file (e.g., exams, papers, and assignments). The committee shall communicate its
160 decision and rationale as specified in paragraph 2.12., above and shall also provide a copy to the
161 department/program chair.
- 162 4.3.1. If both the student and instructor accept the committee's decision, the instructor will then have ten (10)
163 instructional days to initiate the grade change by signing the grade change form and forwarding it to the
164 department/program chair, at which point the grade appeal process is over.
- 165 4.3.2. If the student accepts the decision of the committee but, within ten (10) instructional days of the receipt of

- 200 5.4. As a result of its review, the college grade appeals committee may disagree with the program or department level
201 and return the appeal for re-consideration. Only one re-consideration is permitted.
- 202 5.4.1. If the college grade appeals committee confirms the decision of the department/program grade appeals
203 committee, and if neither the instructor nor the student requests further review, then the grade appeal process
204 ends. The chair of the college committee must inform in writing all parties, including the department/program
205 chair and the department/program grade appeals committee. If a grade change has been recommended by
206 the department/program committee but held in abeyance pending the appeal, the department/program chair
207 shall, within ten (10) instructional days, authorize the grade change by filing the appropriate form. In the event
208 that the department/program chair does not effect the change within ten (10) instructional days of notification,
209 the chair of the college grade appeal committee will sign in lieu of the instructor or the department/program
210 chair. The college dean will then authorize the grade change.
- 211 5.4.2. If either the student or the instructor communicates in writing her/his intention to continue the appeal
212 process, the college committee chair shall, within ten (10) instructional days, forward the file (including the
213 college committee's decision and rationale) to the University Grade Appeals Committee.
- 214 5.4.3. If the college grade appeals committee recommends re-consideration, it shall put in writing its rationale
215 (which may involve matters of procedure or substance) and any recommendations it may have (which may
216 include recommendations of substance or procedure, new constitution of the department/program committee,
217 or other recommendations toward realizing a fair evaluation of the matters at issue). The chair of the college
218 grade appeal committee shall return the grade appeal file, including the rationale and recommendations of the
219 college committee, to the department/program grade appeals committee for re-consideration and supply copies
220 of the recommendations to all other parties, including the department/program chair.
- 221 5.5. When a grade appeal decision has been returned for re-consideration, the department/program grade appeals
222 committee shall review the rationale and recommendations of the college grade appeals committee. It shall
223 undertake to remedy procedural faults identified by the college committee. It shall consider anew the substance of
224 the grade appeal, with due attention to whatever recommendations have been advanced by the college committee.
225 The department/program grade appeals committee shall render a new decision on the appeal, which may be a
226 reiteration of its original decision or may be a different decision (which may, but need not be, in agreement with the
227 college committee's recommendations).
- 228 5.5.1. The department/program grade appeals committee shall render its reconsideration within twenty (20)
229 instructional days of receipt of the grade appeal file. If peremptory strikes of members are exercised by either
230 party, the committee shall have an additional ten (10) instructional days to review the file and render its
231 decision.
- 232 5.5.2. Upon reaching its decision, the department/program grade appeals committee shall report, in writing, its
233 response to all procedural faults identified by the college committee and shall again put in writing its rationale
234 for its decision on the substance of the grade appeal. The chair of the department/program grade appeals
235 committee shall forward these reports with the grade appeals file to the college grade appeals committee and
236 supply copies to all other parties, including the department/program chair.
- 237 5.6. The college grade appeals committee shall review the re-considered decision of the department/program
238 committee. It may seek clarification from the department/program committee. It shall either confirm or disagree with
239 the decision of the department/program committee. The chair of the college grade appeals committee must inform all
240 parties in writing of its decision.
- 241 5.6.1. If within ten (10) instructional days following notification of the college committee's decision, the student or
242 instructor communicates in writing her/his wish to continue the appeal process, the committee chair shall
243 forward the file (including the committee's decision and rationale) to the University Grade Appeals Committee.
- 244 5.6.2. If a grade change is recommended by the committee and the change is not appealed by either the instructor
245 or the student (in compliance with 4.5.1., above), the college grade appeals committee chair shall, within ten
246 (10) instructional days of the college committee's action, inform the college dean, in writing, of its decision and
247 the college dean will authorize the grade change as determined by the committee.

248 249 **6. Third Level of the Appeals Process: Appeal to the University Grade Appeals Committee**

- 250 6.1. The University Grade Appeals Committee shall conduct the third and final review of the grade appeal. The
251 University Grade Appeals Committee may communicate with the student, the instructor, and the department/program

