

## Formal Grade Appeal Procedure

Formal grade appeals must be initiated by the student by the end of the eighth week of the semester following the award of the grade. The instructor may change a grade if it is found that there was an error. Except for changes made by the instructor, grades shall not be changed except through the appeal process.

Normally, any differences of opinion between an instructor and student concerning a grade should be resolved between the individuals involved. If the instructor of record will not be available within one semester, the department chair or designee may act in lieu of the instructor of record for the purpose of grade appeals. If the instructor and student cannot resolve their differences of opinion, the student must present a **written brief** outlining the problem and the area of disagreement to the department chair. After notification by the department chair that a grade appeal brief has been filed, the instructor must respond to the department chair in writing within **ten working days**. The department chair or designee will attempt to serve as mediator working with the individuals to resolve the dispute. If this mediation proves unsuccessful, the department chair shall forward the student's brief to the Office of Associate Dean for Research and Graduate Studies (OADRGS).

The OADRGS or designee will review the findings to date and will attempt to act as a mediator in resolving the dispute. If mediation does not lead to resolution, then the OADRGS shall form a Grade Appeal Committee within **ten working days**. This committee shall include three faculty members: one selected by the instructor of record, one by the student appealing the grade, and one by the Dean of Academic Affairs.

The committee shall elect its own chair. A simple majority shall prevail in the committee.

All pertinent data, papers, records, etc., together with written briefs, will be submitted to this Committee for study. Both student and instructor will have permission to view, but not copy, all materials used by the Committee. The Committee may meet individually or collectively with those involved in its quest for determination, and the Committee may choose to continue mediation efforts. Each party may bring another person with them as support or spokesperson at any stage in the process. The student or instructor has the option of meeting with the Committee without the other party present.

The function of the Grade Appeal Committee shall be to evaluate the grading procedures as well as to, if necessary, re-evaluate the student's assignments for the course in terms of criteria established by the instructor of the course. The Committee's decision may be to keep the assigned grade, or to raise the assigned grade.

The Committee shall provide a written justification to the OADRGS for its decision. The OADRGS shall inform the student and the instructor of the Committee's ruling and provide both parties with copies of the Committee report.

In the case of a change of grade, if the instructor of record does not implement the change of grade decided upon by the Committee, the OADRGS shall implement the change of grade on the student's official transcript through the ordinary change of grade procedure. This shall be the last step in the deliberation of the formal grade appeal.