



## **Final Course Grade Appeals by Students**

### **Purpose**

This policy provides a formal process for students to appeal final course grades.

### **Persons Affected**

Faculty and students.

### **Policy**

A student may appeal a final course grade if it can be demonstrated that the instructor did not adhere to stated procedures or grading standards, or if other compelling reasons exist to change the grade. A student may not appeal due to general dissatisfaction with a final grade or disagreement with the instructor's professional judgment regarding the quality of the student's work.

### **Procedures**

These steps are followed when making an appeal. The burden of proof rests with the student throughout the process.

- A. Students must first appeal in writing to the faculty member with whom they have a final grade dispute. Students must appeal to the instructor within thirty (30) calendar days after the first-class day of the next semester, fall or spring. Given extenuating circumstances, exceptions to this deadline may be granted by the academic unit head. If the dispute is not resolved, the student may appeal to the academic unit head. The academic unit head then requests a written statement from the faculty member and the student involved in the dispute. The academic unit head provides both parties a written recommendation.
- B. If the dispute remains unresolved after a recommendation by the academic unit head, the student may appeal in writing to the academic dean. The dean notifies both parties of the continuation of the appeal. The faculty member may submit an additional response. The academic unit head will forward all documentation involved in the dispute to the dean.

Prior to making a recommendation, the dean may refer the appeal to the relevant college council. If the college council has no student members, the dean asks the president of the Student Government Association to recommend no more than two students from that college to be appointed as voting members. If consulted, the college council reviews all documentation and submits its recommendation to the dean. The dean provides both parties a written recommendation.

- C. If the dispute remains unresolved after a recommendation by the dean, the student may appeal in writing to the provost and vice president for academic affairs. The provost and



vice president for academic affairs notifies both parties of the continuation of the appeal. The faculty member may submit an additional response. The dean will forward all documentation involved in the dispute to the provost and vice president for academic affairs. The college council may serve as an advisory body to the provost and executive vice president for academic affairs. The provost and vice president for academic affairs informs the student and all persons involved in the appeal process of the recommendation.

An appeal must be made within ten (10) business days from the conclusion of each step. Recommendations at each level are generally made within four (4) weeks of receiving the appeal.

Under extraordinary circumstances (e.g., the instructor is deceased, is no longer at the institution or is in violation of university policy), a grade may be changed by the provost and vice president for academic affairs after consultation with the dean and academic unit head. The provost and vice president for academic affairs informs the student and all persons involved in the appeal process of the final decision.

### **Related Statutes or Regulations, Rules, Policies, or Standards**

None

### **Responsible Executive**

Provost and Executive Vice President for Academic Affairs

### **Forms**

None

### **Revision History**

September 1, 2023 (original)