

# College of Business and Economics

## Grade Appeal

### DRAFT

The role of the grade appeals process is to ensure that the instructor has followed his or her grading process as prescribed in the syllabus or in other documentation provided during the course. The College of Business & Economics' Appeals Board does not have the authority to change an instructor's grade.

### UNIVERSITY GRADE APPEAL POLICY

A student may appeal the final grade earned in a course. Initially, the student should attempt to resolve the matter informally through the instructor of the course, the department chair and/or dean of the academic unit in which the grade was assigned. If the matter is not resolved through this level of interaction, then the student should consult the individual school/college on its written grade appeal policy. A student wishing to pursue a written appeal of a grade must demonstrate a legitimate basis for the appeal. Grade appeals are final at the level of the school/college.

### COLLEGE OF BUSINESS & ECONOMICS GRADE APPEAL POLICY

Students appealing a final grade in a course should first attempt to resolve the matter with the instructor of the course. If no resolution takes place at that point, then the student should speak with the instructor and the instructor's department chairperson, jointly. If those efforts at conciliation do not resolve the dispute, the student should forward a formal written appeal to the Dean and copy the Department Chairperson.

The grade appeals process in the College of Business and Economics begins with the student filing a formal written appeal addressed to the Dean. The letter should include detailed information about the grades received in the class, and the reasons the student believes that the final grade is inappropriate. The document must also include a current address and phone number(s) so that the student may be reached immediately.

The Dean sends the appeal to the College of Business and Economics' Appeals Board (consisting of faculty and student(s)). After reviewing the request, the Board's chairperson schedules a date for a hearing. A copy of the student's letter and supporting materials is sent to each Board member. A copy is also sent to the instructor of the course. The committee chairperson notifies

both the student and the instructor of the scheduled date and time of the hearing. If there is a time conflict, the appeal is rescheduled (once). Both the student and the instructor are required to attend the hearing and to bring all supporting materials. These may include graded tests, papers, and projects; extra credit and homework assignments; participation reports and attendance records; and any other information reflecting the student's classroom or on-line performance. Both, the student and the faculty member, at different appointed times address the Board about the grade appeal. If the student does not appear for the hearing, the grade appeal is closed.

The Board then votes on the appeal. The original letter, all documents supplied by the student and the faculty member, the Board's decision, and the Board's justification are filed in the chairperson's office. The Board's decision letter is sent to the Dean. The Dean then informs the student of the decision. The role of the grade appeals process is to ensure that the instructor has followed his or her grading process as prescribed in the syllabus or in other documentation provided during the course. The Board does not have the authority to change an instructor's grade.