

AP.3.9 Grade Appeals

Although faculty members are generally the best judges of student performance, there may be times when a student believes a grade is unfair. In such cases, the student should ask the faculty member to reconsider the grade. If the student is not satisfied, an appeal may be made to the ~~head~~ local academic administrator of the unit offering the course ~~(the department chair, institute director, or designee)~~. The ~~recipient of the appeal~~ administrator should ask the student to return to the faculty member who assigned the grade for further consultation.

If the ~~instructor~~ faculty member is no longer associated with the university, the ~~local administrator of the unit offering the course~~ will appoint a faculty surrogate, who will assume ~~magisterial~~ the authority of the instructor of record ~~at this level of appeal~~.

If a mutually satisfactory agreement is not reached, the student may request that the ~~chair~~ administrator form a review committee of three faculty peers of the faculty member who assigned the grade. If the ~~chair~~ administrator believes the student's ~~complaint is not legitimate~~ appeal does not have merit, this reservation is reported to the ~~chair's collegiate supervisor, usually the dean~~. If the dean concludes the student's appeal does not have merit, no review is conducted ~~unless the dean believes the complaint has merit~~.

The faculty member or the student may challenge and have replaced one of the three members of the committee without giving a reason for the challenge. The committee meets separately with the faculty member and the student to explore the full particulars of the case. A nonparticipating observer of the student's choice may attend the meeting. Every effort is made to avoid an adversarial relationship.

After the committee has reviewed the case thoroughly, it issues to the ~~chair~~ administrator (with a copy to the faculty member) a written recommendation that includes the reasons for its findings. At this time, the faculty member has an opportunity to take the recommended action, if any. If the matter is not resolved at this point, the ~~chair~~ administrator considers the committee recommendation and makes a recommendation to the dean. ~~The decision of the dean is not subject to further appeal.~~ If the dean decides that a recommendation to a change of the grade is appropriate and the faculty member refuses to make the change, then the dean may direct the Office of the University Registrar to do so. The decision of the dean is not subject to further appeal.

Grade appeals are not accepted after the last day of classes of the following semester (spring for fall grades, fall for spring and summer grades).

The Provost's Office does not consider grade appeals, nor does the University Academic Appeals Committee.

Notes: The main changes are to use consistently "administrator" throughout and to allow a faculty surrogate to be appointed for all levels of the appeal if the original faculty member is no longer associated with the university. It is also made explicit that the dean is acting on a recommendation to change a grade. If approved, the catalog would read as follows:

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If the faculty member is no longer associated with the university, the administrator will appoint a faculty surrogate who will assume the authority of the instructor of record.

If a mutually satisfactory agreement is not reached, the student may request that the administrator form a review committee of three faculty peers of the faculty member who assigned the grade. If the administrator

believes the student's appeal does not have merit, this reservation is reported to the collegiate dean. If the dean concludes the student's appeal does not have merit, no review is conducted.

The faculty member or the student may challenge and have replaced one of the three members of the committee without giving a reason for the challenge. The committee meets separately with the faculty member and the student to explore the full particulars of the case. A nonparticipating observer of the student's choice may attend the meeting. Every effort is made to avoid an adversarial relationship.

After the committee has reviewed the case thoroughly, it issues to the administrator (with a copy to the faculty member) a written recommendation that includes the reasons for its findings. At this time, the faculty member has an opportunity to take the recommended action, if any. If the matter is not resolved at this point, the administrator considers the committee recommendation and makes a recommendation to the dean. If the dean decides that a recommendation to change the grade is appropriate and the faculty member refuses to make the change, then the dean may direct the Office of the University Registrar to do so. The decision of the dean is not subject to further appeal.

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