

## STUDENT GRADE APPEALS

*University Rule 13.02.99.C2 - Revised January 16, 2002*

### 1. GENERAL

- 1.1 A basic aspect of the teaching-learning process in a university is the evaluation of student performances in a course and the assignment of grades in the class. The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance, however, should be evaluated solely on an academic basis, and not on opinions or conduct in matters unrelated to academic standards.\*
- 1.2 Faculty are responsible for outlining the objectives and setting standards for each course, and for making clear the means of evaluation for purposes of grading students. Students are responsible for class attendance, for learning the content of any course of study and for maintaining standards of academic performance established for each course in which they are enrolled. Students who violate academic integrity and regulations (see current University Catalog) by plagiarism, other academic dishonesty or disruptive behavior will be held accountable by faculty and may have their grades adjusted accordingly.
- 1.3 The University has the duty and corollary disciplinary power to maintain standards of scholarship and conduct for students who attend classes. Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. Therefore, the following grievance and appeal procedures are established.
- 1.4 A student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal.
- 1.5 A student who has failed a prerequisite course and has decided to appeal the failing grade is not allowed to register for the subsequent course(s) unless a decision has been reached in the grade appeal process to change the prerequisite course grade to passing.
- 1.6 For assistance and/or guidance in the grade appeals process, students may contact the Office of Student Affairs.

\*"Joint Statement on Rights and Freedoms of Students, 1967."

## 2. STEPS IN THE GRADE APPEAL PROCESS

Most problems or complaints can be resolved through discussions between the student and the instructor. Therefore, the student is encouraged to first discuss the matter with the instructor. In those instances in which the problem cannot be resolved at this level, the student may follow the steps below.

- (1) Presentation of Grievance to Instructor
- (2) Appeal to Department Chair or Area Coordinator
- (3) Written Appeal to the University Academic Standards Grievance Committee
- (4) Preliminary Review and Advising
- (5) Submission of File by Department Chair
- (6) Action by Chair of the University Academic Standards Grievance Committee
- (7) Proceedings of the University Academic Standards Grievance Committee
- (8) Final Appeal

See University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, for complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process.

Contact for Interpretation: Provost and Vice President for Academic Affairs