

III.D.

STUDENT GRADE APPEALS

(Revised May 13, 2013, September 16, 2013; November 10, 2017; October 23, 2019;
August 21, 2025)

The School of Arts, Media, and Communication follows the Student Grade Appeals procedure described in the University Handbook of Rules and Procedures (University Procedure *13.02.99.C0.03, Student Grade Appeals*).

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
- 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 Joint Statement on Rights and Freedoms of Students, 1967.

- 1.5 A student who has failed to meet the grade requirements of a prerequisite course and is appealing the grade in that course 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 one that meets the prescribed prerequisite.

2. STEPS IN THE GRADE APPEAL PROCESS

- 2.1 Most problems or complaints can be resolved through discussions between the student and the Instructor. Therefore, the student must first discuss the matter with the Instructor, unless the Instructor is, for any reason, unavailable. In those instances in which the problem cannot be resolved at this level, the student may follow the steps detailed in University Procedure *13.02.99.C0.03*. The student has the right to withdraw an appeal or grievance at any time during the process. If an appeal is not processed in a timely manner in accordance with the procedures, the student may proceed to the next level. All forms may be found on the university website (a link is available on the University Rules & Procedures page).
- 2.2 Specific information regarding the School Grade Appeal Committee may be found in the SAMC Faculty Handbook section I.B. *Standing Committee Structure*.