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## **Grade Appeals System**

Graduate students may appeal grades they think have been inequitably awarded.

The purpose of the grade appeals system is to afford an opportunity for a graduate student to appeal a grade the student feels was inequitably awarded, in that it involved a gross violation of the instructor's own specified grading standards (which the instructor has an obligation to announce at the beginning of the course). The student may appeal the grade in the following manner.

### **Step 1.**

The student must approach the instructor in question to discuss the grade and attempt to resolve any differences. A student not in residence for the succeeding term or a resident student who is unable to resolve the differences with the instructor must file a written appeal with the instructor's program or department chair, whichever is appropriate, within 60 days following the assignment of the disputed grade.

### **Step 2.**

If still dissatisfied, the student may, after filing a written statement with the program or department chair explaining the basis for the appeal, appear before a board composed of three students nominated by the program or departmental student advisory committee or its counterpart. A negative decision by the board will end the appeal. A favorable decision will be referred to the departmental board described in Step 3. The student advisory board acts as a screening body and determines solely whether the appeal is consonant with the criteria indicated above. The student advisory board must be appointed and its decision made within three weeks of the time that the written statement has been filed with the program or department chair.

### **Step 3.**

A department board composed of three faculty members and two students appointed by the chair must be selected for each case. The departmental board must be appointed and its decision made within three weeks of the time the student advisory board has reached a favorable decision on the grade appeal. A unanimous decision shall be final and binding on all parties concerned. A majority opinion may be appealed by the student or the faculty member to a college-wide board appointed by the dean of the college from nominees supplied by the faculty and student advisory committees respectively. The appeal from the decision of the departmental board must be made by the dissatisfied party within three weeks of the time that decision has been made. The college-wide board must be appointed and its decision made within three weeks of the time that the written appeal has been filed with the dean of the college. The majority decision of this college-wide appeal body shall be final and binding on all parties concerned.

Each committee and board is charged with hearing the instructor in question, if the instructor wishes.