

## **2024-2025 Arts & Sciences Policy on Grade Appeals**

The following shall be the official policy of the academic units of the College, unless an academic unit submits an alternative procedure to the Dean for approval.

When a student believes that a grade has been improperly assigned, and discussions between the instructor and the student have not led to any resolution of the problem:

1. The student shall have the option of making a formal written appeal to the Department Chair. The appeal must specify the remedy desired by the student, and it must be submitted within 45 days of the end of the academic term in which the course was taken.
2. The Chair or designee will meet (together or separately) with the student and with the faculty member who taught the course. If the Chair/designee is unable to broker a solution mutually acceptable to both student and instructor, then:
3. The Chair shall appoint an ad hoc Grade Appeals Committee, which will review the dispute. This Committee shall consist of at least three impartial faculty members competent in the subject matter of the course in question. The Chair will provide the Committee with the student's appeal and a written response from the faculty member.
4. Within 45 days, the Committee will submit a report and recommendation to the Chair, and the Chair will recommend to the instructor either (1) that the originally assigned grade stand; or (2) that a new grade be assigned.
5. In cases where a change of grade is recommended and the instructor does not wish to accept the recommendation of their colleagues, the Chair shall forward the written materials associated with the appeal to the Arts and Sciences' Dean's Office.
6. At the Dean's office, a Grade Appeals Advisory Committee (GAAC), made up of one faculty member from each of the three divisions, serves as a reviewing body for departmental grade appeal committees' procedures and decisions. The committee looks at the case with a focus on the initial student appeal request and at the processes used by the departmental appeal committee. In an effort to honor the disciplinary home of the course in question, the GAAC looks primarily at whether or not the departmental appeal committee took into appropriate consideration the facts presented by the student and course instructor, and made a determination that was fair, compassionate and aligned with the educational mission of the department and university. The GAAC makes recommendations to the Associate Dean for Student Success, who will make the final decision as the designee of the Dean. There is no appeal of the decision of the Dean or designee.