

## GRADE APPEALS (SEPT.1, 2010)

### PURPOSE

To inform students of process required to initiate an appeal of a course grade.

### SCOPE

This policy is a University policy that applies to students. The Registrar will be responsible for the oversight of this policy.

### POLICY

**Initiating Appeal:** Before the 12th class day of the next long term after the term in which the grade was given, if a student believes that the final grade for any course does not reflect an accurate evaluation, the following steps must be followed:

1. The student should first confer in person with the instructor of the course to discern the evaluation process and the possibility of miscalculation. Whenever possible, grievances should be resolved at this level. If no agreement is reached at this level, the student should put the grievance in writing, along with the results of the meeting with the professor, and;
2. Submit the written grievance and the result of the meeting with the instructor to the Dean of the School in which the instructor teaches. The Dean will discuss the matter with the instructor and student to see if the matter can be resolved to the satisfaction of both parties. If no agreement is reached at this level the student may:
3. Make formal written appeal to the Registrar, with copies to the Instructor and Dean, and Vice President for Academic Affairs notifying them of the intention to appeal and stating the reasons for requesting a grade change. The statement shall serve as the basis for the discussion during the meeting of the Review Board. Appeals will be considered if there is evidence that the grade was given in violation of the course syllabus or if it was arbitrary, capricious or discriminatory.

**Review Board:** Within ten days or as soon as practical after receiving the student's formal appeal, the Registrar will convene a Review Board, consisting of six members, appointed by the Vice President for Academic Affairs, one of whom shall be designated as record keeper. Members shall be selected in the following manner:

- One member shall be Academic Dean, preferably of the School in which the instructor teaches, who shall serve as Chair of the Review Board, acting as an impartial moderator without voting privileges.
- Whenever possible, two members shall be faculty in the same discipline as the instructor; otherwise, they shall be members of the same School.
- Two shall be faculty from a School different from that in which the instructor teaches.
- Another member shall be an officer of the Student Senate, preferably the President. In cases where the officer was enrolled in the same class, another member shall be appointed to take the officer's place.

**Meeting:** The Review Board shall meet only once to consider the appeal. At that time,

the Review Board will review the documents presented, interview the parties concerned and other deemed necessary. The appellant will be invited to present reasons for requesting the grade change and the instructor will be invited to present reasons for sustaining the grade. Both appellant and instructor may ask witnesses to be available to substantiate their statements. The Board may then discuss the matter with the appellant and the instructor, both of whom may be present at all times during the presentations and discussion.

**Voting:** After the discussion, both the appellant and the instructor will absent themselves and the Board will deliberate and vote by secret ballot without abstention either that the grade shall be changed by the instructor in consideration of the evidence, or that the grade shall be sustained. If the vote is to change the grade, the Vice President for Academic Affairs, on behalf of Schreiner University, shall raise or lower it as recommended by the Board. If the vote is to sustain, the grade shall remain as it is. In either case, the decision of the Review Board is final and binding upon both the appellant and the instructor. Records of the meeting and the vote will be filed with the Vice President for Academic Affairs.

**Notification:** After receiving report of the Board's decision, the Vice President for Academic Affairs will notify the faculty member and student of the decision.

**Administrative Oversight:** Provost and Vice President of Academic Affairs  
**Responsible for Implementation:** Registrar