

# 2008-2009 Grading and Grade Appeal Process

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## **GRADING**

Final grades are submitted at the end of each semester, and these are made part of the student's permanent record. Letter grades are used as follows:

- A indicates EXCELLENT work and carries a weight of four quality points for each semester hour.
- B indicates GOOD work and carries a weight of three quality points for each semester hour.
- C indicates AVERAGE work and carries a weight of two quality points for each semester hour.
- D indicates BELOW AVERAGE work and carries a weight of one quality point for each semester hour.
- F indicates FAILURE, and carries no quality points. In such cases, required courses must be repeated.
- I indicates INCOMPLETE. Students are expected to complete all work for any course by the end of the term in which they are registered. If there is a grave reason why the work is not completed by the end of the semester, the grade for the course may be recorded as "I". The student must petition the instructor for an incomplete grade. An incomplete grade may be removed by completing the work of the course, and by paying a make-up fee of \$15. If an incomplete has not been removed by mid-term of the next semester, the grade will automatically become an "F".
- WD WITHDRAWAL prior to the withdrawal deadline after properly notifying the Registrar.
- WP WITHDREW PASSING, course discontinued after withdrawal date after properly notifying the Registrar. Student must be carrying a passing grade. No credit given.
- WF WITHDREW FAILING, course discontinued after withdrawal date after properly notifying Registrar. Student carrying a failing grade; figured into cumulative grade point average.
- AF WITHDREW WITHOUT NOTICE, automatic failure, figured in cumulative grade point average.

## **GRADE APPEAL – UNDERGRADUATE**

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If a student believes that a course grade has been assigned in a capricious, discriminatory, unfair, or erroneous manner, the student may appeal the grade. A general dislike of or disagreement with the grade received does not constitute proper foundation for a grade appeal. The student should be able to provide suitable evidence to support the claim that the course grade was assigned in a capricious, discriminatory, unfair, or erroneous manner.

The grade appeal process must be started by the end of the second class week of the next semester following assignment of the grade.

The appeal begins with the faculty member(s) who assigned the grade. The student submits a written appeal (or an email), with justifications for the appeal, to the faculty member(s). The faculty member(s) must acknowledge, in writing, to the student within one week of the receipt of the appeal. Should the faculty member(s) grant the appeal, a change of grade form will be submitted to the Registrar. The student will receive a letter from the faculty member(s) indicating the decision.

If the appeal is not resolved at the faculty level, the student may appeal, in writing, to the Dean of the school in which the course was offered. The student shall have two weeks, after being notified by the faculty member, to submit his or her appeal to the Dean. Should the Dean be a party to the appeal, the Vice President for Academic Affairs (VPAA) will name an alternate (either another Dean or a senior faculty member within the school) to hear the appeal. The Dean will hear the student's appeal, consult the faculty member(s) who assigned the original grade, and respond in writing, to the student and the faculty member(s), within two weeks of the receipt of the appeal as to the validity of the appeal. Should the Dean find that there are not sufficient grounds for an appeal, the appeal process is terminated. The decision of the Dean is final.

Should the Dean feel that the situation warrants further consideration; the Dean will forward the appeal to the VPAA, who will then forward it to the Academic Standards and Policies Committee for review. Should one of the members of the Committee be a party to the appeal, the Vice President will name an alternate faculty member from the same school to hear the appeal. The committee will hear the student's appeal, consult the faculty member(s) who assigned the original grade, consult the Dean of the school, and respond in writing, to the student, the faculty member(s), the Dean of the school and the VPAA, within three weeks of the receipt of the appeal. Should the appeal be granted, the Committee will recommend to the VPAA that the grade be changed. The VPAA will submit a change of grade form to the registrar, indicating that the grade has been changed on appeal.

If the appeal is denied, the decision of the Academic Standards and Policies Committee is final; there is no further avenue for appeal.

In a case where the faculty member(s) is/are no longer employed by the university, the appeal begins directly with the Dean of the school. The Dean will attempt to notify the faculty member(s) of the appeal, in writing, within one week of the receipt of the appeal. The faculty member(s) will have two weeks from the mailing of the Dean's notice to respond, at which point the Dean will follow the procedure outlined above.