

Grade Appeal Procedures – Department of History

Grounds for appeal

University Senate Rules and Regulations limit the grounds for appeal of a final course grade to "improper application of the grading procedure announced for the course by the instructor." (U.S.R.R. 2.3.5) A student may appeal the final grade for the semester, but not the grade on a particular examination, quiz, essay, research paper or other assignment. Appeals of a final grade must be submitted before Stop Day in the following semester (e.g. before Stop Day in the Spring term for classes in the previous Fall term).

Procedure for appealing a grade:

- 1) Before initiating a grade appeal, the student should communicate with the instructor of record to make sure there has been no error in calculating or recording the grade, and to request clarification about the reason for assigning the grade.
- 2) If, after communicating with the instructor, the student still believes an "improper application of the grading procedure announced for the course" has occurred, the student may initiate a grade appeal by submitting the following to the director of undergraduate studies:
 - A copy of the course syllabus and any written explanations of grading procedure
 - A written statement explaining her or his reasons for believing that the announced grading procedure has been improperly applied
 - Copies of graded work for the course or a list of grades received on assignments

The director of undergraduate studies will assess the situation, communicate with the instructor of record and attempt to mediate a solution.

- 3) If after mediation the student continues to believe that "improper application of the grading procedure announced for the course" has occurred, he or she may submit the written appeal to a hearing before a committee of three faculty members to be assembled by the chairperson. Both instructor and student will submit materials in writing.

If the departmental hearing sustains the student's appeal, the committee will review the student's work and assign a course grade. If the committee sustains the instructor's grade, the departmental process for grade appeal is exhausted.

- 4) At the conclusion of the departmental hearing, both instructor and student will receive copies of submitted documents, the committee's decision, and will be informed of their right to appeal to the Judicial Board.

Approved by the department, April 19, 2006