Policy Title: Graduate Council Grade Appeals

Policy Type: Administrative

Policy Number: # 35-03 (2014)

Approved: 07/01/2015

Responsible Office: School of Graduate Studies and Research

Responsible Executive: Office of the Provost and Vice President for Academic Affairs

Applies to: Graduate Council

POLICY STATEMENT

This policy establishes the Graduate Council Appeals Committee which may hold formal hearings on grade appeals referred to it by the Dean of the School of Graduate Studies and Research or the Provost and Vice President for Academic Affairs.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contacts</td>
<td>1</td>
</tr>
<tr>
<td>Stakeholders</td>
<td>2</td>
</tr>
<tr>
<td>Graduate Council Grade Appeals</td>
<td>2</td>
</tr>
<tr>
<td>Publication</td>
<td>2</td>
</tr>
<tr>
<td>Review Schedule</td>
<td>2</td>
</tr>
<tr>
<td>Related Documents</td>
<td>2</td>
</tr>
<tr>
<td>Forms</td>
<td>3</td>
</tr>
</tbody>
</table>

CONTACTS

The Dean of the School of Graduate Studies and Research officially interprets this policy. The Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Questions regarding this policy should be directed to the School of Graduate Studies and Research.
STAKEHOLDERS: Graduate Council, Graduate Faculty, Graduate Students

GRADUATE COUNCIL GRADE APPEALS

University policy states that the assignment of grades and the evaluation of coursework are the responsibility of the instructor of the class. It is incumbent upon the instructor to establish the criteria for grading and publish these criteria in the syllabus that is distributed at the beginning of the semester. Therefore, all grades are to be based on established grading criteria and not on personal conduct or opinions unrelated to academic standards. If a student feels that a grade has been calculated incorrectly or has been assigned in a prejudicial or capricious manner, the student should discuss the matter with the instructor. If discussion between the instructor and the student cannot resolve the issue, the student should appeal to the department/division head. In the unusual circumstance that resolution does not occur at the departmental/divisional level, the student may appeal to the Academic Dean, who will attempt to reconcile the matter by whatever mechanism seems most appropriate for that School and for that case. A grade appeal must be made by the student, and as soon as possible but no later than the student's subsequent semester of enrollment after the grade in question has been assigned.

This policy is for cases that come to the attention of the Graduate Council wherein a graduate student believes that his/her work has been improperly evaluated or that there has been unfair treatment and after earnest attempts to resolve the matter with the instructor, Department Head and Academic Dean the matter remains unresolved.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/or Website; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content as necessary, Failure to meet publication requirements does not invalidate this policy.
REVIEW SCHEDULE

- Next Scheduled Review: 07/01/2016
- Approval by, Date: President, 07/01/2015
- Revision History: 02/07/2007
- Supersedes: Graduate Council Appeals Policy 37.003

RELATED DOCUMENTS

1. Procedures for Grade Appeals

FORMS

There are no forms associated with this policy and procedures.