

**Faculty Senate Resolutions
Transmittal Form**

Title: Resolution to Change Grade Appeals Language

Sponsor: EPSA

Type: Resolution of Handbook Policy (signature required)
 Resolution of Non-Handbook Policy (signature required)
 Resolution of Position (no signature required)

Date Passed: October 16, 2017

Date Response Due: December 15 2017

Disposition of Resolution

Date of disposition: 11/27/17

Signed: *Dave Dewitt*

Will not be signed (explanation attached)

Alternative date to be negotiated

Signature not required

Senate Office

- Resolution logged in
- Database updated
- Handbook updated if applicable
- Resolution filed

Resolution to Change Grade Appeals Language in Faculty Handbook
Educational Policy and Student Affairs (EPSA) Committee
Faculty Senate
Approved October 16, 2017

Whereas the current language in the Faculty Handbook does not specify time restrictions to initiate or respond to final grade appeals; and

Whereas it is important to process grade appeals in a timely manner to ensure appeals are handled adequately and fairly:

Be it resolved that the language in the Faculty Handbook (Section IV.C.3) be amended to

3. Grade Appeals

- a. The instructor assigned to a class has full responsibility for grading, subject to the appeal process described in this section. In unusual circumstances (e.g., death, incapacity, or indefinite inaccessibility of the instructor) the departmental chair is responsible for the final grade, subject to appeal by the student to the dean as described in this section. Students are encouraged to initiate grade appeals immediately after receiving notice of the letter grade. Final grade appeals must be initiated no later than 15 business days from the beginning of the Fall or Spring semester immediately following assignment of the final grade.
- b. A student appealing a grade must make a concerted effort to resolve the matter with the instructor of the course. Failing such a resolution, the student may appeal the grade to the department chair. The chair must attempt a resolution acceptable to both the student and the instructor but does not have the authority to change the grade. The department chair may enlist departmental grievance procedures to assist in resolving the grade appeal at the departmental level. The student shall be notified of the departmental decision within 15 business days of the initial appeal. If the student wishes to appeal the departmental decision, the chair shall forward the appeal to the dean of the college within 10 business days for action. If the chair is the instructor, the student appeals directly to the dean.
- c. In cases not involving academic misconduct, the burden of proof for a grade change is on the student. If the dean concludes that the student has insufficient grounds for an appeal, there can be no further appeal by the student. The dean has 15 business days from the time of receiving the appeal to decide whether the appeal has sufficient grounds or not and to notify the student of her/his decision. If the dean concludes that sufficient grounds do exist for an appeal, the dean shall appoint a faculty committee of five members to consider the case. The committee shall have 15 business days from the time of receiving the appeal to reach a decision concerning the appeal. If a majority on the committee decide that the grade should be changed and the instructor does not accept the recommendation, the committee can authorize the Registrar to change the grade. The decision of the committee is not subject to further appeal. In appeal cases in which the dean is the instructor, the role of the dean will be assumed by the Provost. In those appeal cases involving courses taught by faculty from more than one college, the Dean of University College will review the appeal and, if necessary, appoint the appeals committee.

- d. In cases of academic misconduct, both the student and instructor must document their allegations and refutations in writing, including any supporting material (e.g. copies of the student's work, copies of other materials used but not referenced in the student's work, etc.) relevant to the case. Such written evidence will be reviewed in accordance with the grade appeal process followed by the college or unit.**

- e. In all cases, the appeals process should be completed within 90 calendar days (excluding summers) of the initial appeal. Failure to notify appropriate parties of decisions or actions within the specified period should result in automatically advancing appeals to the next stage of the process. Exceptions for failing to initiate an appeal, to reach a decision, or to take action within the specified period may be made for unusual circumstances such as documented medical emergencies, family emergencies, or acts of nature.**

Be it further resolved that changes will take place starting in the Fall 2018 semester.