

Procedure for Grade Appeals for Undergraduate Courses Taken in the College of Business Administration:

The following steps provide students with some avenue for appealing a course grade. Before the student uses the following steps, he/she should discuss the situation with the instructor involved in the grade appeal process. The instructor should inform the student of his/her right to take the case to the specific teaching departmental grade appeals committee if an acceptable solution is not reached.

I. Teaching Departmental Grade Appeals Committee

Each teaching department in the College of Business Administration (accounting, economics, finance, management and marketing) must have their own grade appeals committee to review course grade appeals after all avenues of grade appeals between the instructor and the student have been exhausted. The teaching department grade appeals committee is empowered to direct change unless the case is appealed to a higher grade appeal body.

a. Membership on the Teaching Department Grade Appeals Committee

The membership on this committee is determined by the teaching department. If a member of this committee becomes a party in a grade appeal case, the chairman of the department appoints a replacement for the duration of the case.

b. Scope of Jurisdiction

Each teaching department grade appeals committee shall consider cases in which the student alleges the guarantees contained in Section II, Part B, of The Student in the Academic Community have been violated. Specifically, this means cases in which the student alleges bias or caprice in grading, departure from grading procedures as indicated by the instructor, or refusal to clarify the basis for a grade on the part of the instructor.

c. Appeals Procedure

The student shall provide a written statement to the specific teaching department grade appeals committee within the first 20 class days of the academic semester following receipt of the course grade that is to be contested. It is the student's responsibility to explain his/her grievance by indicating the nature of the evidence that can be offered. The appeal must be stated within the framework of the items described under the Scope of Jurisdiction (Part I, Section b above). Within 10 class days of receipt of the student's statement, the teaching department grade appeals committee will inform both the instructor and the student when the hearing procedure is to be scheduled if the committee feels the case falls under its jurisdiction.

The committee shall initiate the hearing procedure within 15 class days of receipt of that statement if it feels the nature of the case falls under its jurisdiction. At the hearing, the committee shall meet separately with the student and the instructor and each may defend their position. If the student or the instructor cannot meet at the designated time, the committee shall arrange to meet separately with the student or the instructor. At the request of either party or at the request of the committee, an additional portion of the hearing may be requested where both parties are present.

The appeals meetings shall be closed, the discussions regarded as private, and the documents are available only to the involved parties, the committee members, and any higher grade appeals committees that may further review the matter.

At the conclusion of the process outlined above, the departmental grade appeals committee shall inform both parties of its opinion concerning the merit of the appeal and its decision concerning the student's course grade. If both parties accept this opinion in writing, the matter is closed. If the instructor or the student is unhappy with the decision, either may appeal in writing to the Academic Planning Committee of the College of Business Administration. Both must be told about the higher appeals procedures at the conclusion of the hearings.

II. Academic Planning Committee of the College of Business Administration

This committee is empowered to direct change unless the case is appealed to a higher grade appeal body.

Appeals Procedure

Within 10 class days after the teaching department grade appeal committee has rendered its decision, the student or the instructor shall provide a written statement to the Academic Planning Committee of the College of Business Administration initiating a grade appeal. If the student or the instructor wishes to take the matter to the Academic Planning Committee of the College of Business Administration for further appeal, the grade appeals committee of the teaching department must forward all documents to the Academic Planning Committee of the College of Business Administration for its review in the case. These documents must include the written verdict of the teaching department's grade appeal committee. Within 10 class days of receipt of the request to view a grade appeal, the Academic Planning Committee of the College of Business Administration will inform both the instructor and the student when the hearing procedure is scheduled if the committee feels the case falls under its jurisdiction. The committee shall initiate the hearing procedure within 15 class days of receipt of that statement. At the hearing, the committee shall meet separately with the student and with the instructor and each may then defend their position. If the student or instructor cannot meet at the designated hearing time, the committee shall arrange to meet separately with the student or instructor. At the request of either party or at the request of this committee, an additional portion of the hearing may be requested with both parties present. If a member of this committee becomes a party in a grade appeal case, the chairman of the department of that representative will name a replacement for the duration of the case.

The appeals meeting shall be closed, the discussions regarded as private, and the documents are available only to the involved parties, the committee members, and any higher grade appeals committees that may further review the matter.

At the conclusion of the process, this committee shall inform both parties of its opinion concerning the merit of the appeal and its decision concerning the student's course grade. If both parties accept this opinion in writing, the matter is closed. If the instructor or the student is unhappy with this decision, either may appeal in writing to the next higher authority. Both parties must be told about the higher appeals procedures at the conclusion of the hearings.