

UNIVERSITY POLICIES & PROCEDURES

POLICY NAME: GRADE APPEALS	TEMPORARY REVIEW NUMBER:
CLASSIFICATION: UNIVERSITY	SUPERSEDES:
AUTHOR: ACADEMIC AFFAIRS	LAST REVIEW:
AUTHORITY: VICE PRESIDENT FOR ACADEMIC AFFAIRS	NEXT REVIEW: SEPTEMBER 2012
APPLICATION: <input type="checkbox"/> Undergraduate only <input type="checkbox"/> Graduate only <input checked="" type="checkbox"/> All University	EFFECTIVE DATE: SEPTEMBER 1992
DISTRIBUTION (IDENTIFY AUDIENCE/PUBLICATION): UNIVERSITY POLICY AND PROCEDURE WEB SITE	CUSTODIAN OF POLICY: VICE PRESIDENT FOR ACADEMIC AFFAIRS

POLICY STATEMENT:

Students have the right to ask an instructor for an explanation of any grade received. Grade appeals are reviewed in instances where students perceive that a final grade is unfair, arbitrary, or capricious. Appeals must be filled within two weeks* of university notification of a final grade. Students needing assistance at any step in appealing or filing a complaint may contact the Academic Affairs Coordinator of the Student Senate (280 Centennial Student Union; phone 389-2611). Note: Students are encouraged to talk to their instructors before beginning this process to attempt to resolve the matter informally.

PROCEDURE:

Grade appeals will be reviewed in the following manner.

Step 1. A written petition will be submitted by the student to the instructor of the class. This petition should contain the nature of the problem, relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records. Within two weeks, the instructor will respond to the student in writing. If the student is not satisfied with the response provided by the instructor, he/she may proceed to Step 2. In cases where the departmental chairperson is the faculty member whose grade is being appealed, the student shall proceed to Step 3.

Step 2. A written petition will be submitted by the student to the departmental chairperson with a copy to the instructor. This petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue directly with the instructor, relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records. The student, instructor, and chairperson may meet to discuss the complaint, if necessary. Within two weeks*, the departmental chairperson will respond to the student in writing with a copy to the instructor of the class. If the student is not satisfied with the response provided by the chairperson, he/she may proceed to Step 3.

Step 3. A written petition will be submitted by the student to the dean of the college with a copy to the departmental chairperson and instructor of the class. This petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue directly with both the instructor and the departmental chairperson, all relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records. Copies of all materials presented in this matter shall be forwarded to the dean, upon request, by the chairperson. The dean may convene a college grade appeals committee which shall serve in an advisory capacity to the dean. The manner of appointment and number of members on the College Grade Appeals Committee shall be determined within the college. The chairperson of the College Grade Appeals Committee shall be appointed by the dean. Within two weeks*, the chairperson of the College Grade Appeals Committee will make a recommendation to the dean who will respond to the student in writing of the decision reached, with a copy to the instructor and departmental chairperson. If the student is not satisfied with the response provided by the dean, he/she may proceed to Step 4.

Faculty Right to Appeal. The instructor of the class who is not satisfied with action at either Step 2 or 3 may appeal by submitting a written statement to the dean if the complaint involves the departmental level or Vice President for Academic Affairs if the complaint involves the college level.

Step 4. For *undergraduate student* complaints, a written petition will be submitted by the student to the Vice President for Academic Affairs with a copy to the instructor of the class, departmental chairperson, and dean. For *graduate student* complaints, a written statement will be submitted by the student to the Dean of Graduate Studies with a copy to the instructor of

the class, departmental chairperson, and dean. The petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue according to Steps 1 through 3, all relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records.

Use of the University Grade Appeals Committee.

During consideration at Step 4, the Vice President for Academic Affairs may convene the University Grade Appeals Committee which shall serve in an advisory capacity. This Committee shall consist of a pre-selected panel comprised of a faculty member from each college selected by the Faculty Association and one student from each college selected by the Mankato Student Senate Association. Faculty serve a two-year term of appointment, and students serve a one-year term. The chair of the committee is determined by the Vice President of Academic Affairs.

In order for the University Grade Appeals Committee to review an appeal, two faculty members and two students will be randomly selected by the vice president to serve on the panel in addition to the chair of the committee.

For *undergraduate students*, the chair of the committee shall be the Assistant Vice President for Academic Affairs. For appeals involving *graduate students*, the chair shall be the Dean of Graduate Studies. Panel representatives shall not review grade appeals when the instructor and/or student involved in the case are from their own college. The University Grade Appeals Committee shall have the right to all relevant information and will request all relevant instructor records.

For *undergraduate student* complaints, the chairperson of the University Grade Appeals Committee will respond to the vice president in writing within two weeks*, with a copy each to the instructor, departmental chairperson, student, and dean. For *graduate student* complaints, the chairperson of the Grade Appeals Committee will respond to the vice president in writing within two weeks*, with a copy to the instructor, chairperson, student, dean of the College, and the dean of the College of Graduate Studies.

Both the student and faculty member shall be permitted to make a rebuttal to the written record compiled by the committee. Intent to present a rebuttal should be made in writing within one week of notification* to the Vice President for Academic Affairs. The rebuttal should be presented to the vice president within two weeks* and should provide specific information which addresses the items in objection.

The decision of the Vice President for Academic Affairs/Dean of Graduate Studies shall be communicated in writing to the student with copies to the instructor, departmental chairperson, and college dean. This decision is final.

Note: *The time period consists of normal university operating days when classes are held. Under unusual circumstances, deadlines may be extended. If the University representative, at any step, fails to review and/or respond within the time limits provided, the student may proceed to the next step. If the student fails to respond within the time limits provided, the appeal shall be deemed to have been withdrawn.