

Grade Appeal Procedures College of Arts and Sciences

1. Students who consider that their grades for a course given in the College of Arts and Sciences were awarded improperly must exhaust all possibilities for redress extended by the department in which the course was offered before applying to the college. Any application to the college must stipulate in detail how this provision has been satisfied.
2. Any principal to a grade dispute may appeal to the Educational Policy Committee any final recommendation of a department. Such appeals must be presented to the chair of that committee in writing, stating the particulars of the case as completely as possible. An appeal must be submitted before the end of the first fall or spring semester following the semester in which the disputed grade was first assigned.
3. When a department's decision is appealed to the college, the department chair will be asked to submit in writing a complete account of the procedures which were followed in developing the department's decision.
4. The Educational Policy Committee will first determine whether the established procedures of the department for grade appeals have been followed and whether both the spirit and the letter of the regulations and precedents of academic due process have been fulfilled so as to have extended a fair and proper hearing at the department level to all principal parties in the dispute. If such a fair and proper hearing has been accorded, the committee will decline to consider the case further and will forward the department's recommendation on the matter as its own.
5. If the committee finds that reasonable doubt exists that a fair and proper hearing has been accorded, the committee will consider the full particulars of the appeal but will render a decision only as to whether the grade or grades in question were assigned with prejudice or caprice, directing a change in grade accordingly.
6. In any meeting of the committee to consider grade appeals, the following rules will apply:
 - a. All written materials pertinent to a case will be made available to committee members and principals to the dispute at least 24 hours prior to any meeting in which the case will be considered. After that time, additional written material will not be accepted.
 - b. If any person is to appear before the committee and speak, then all principals to the dispute will be invited to attend, although they need not do so.
 - c. The committee will so conduct itself that:
 - (1) its members are fully cognizant of its procedures before their deliberations begin;
 - (2) no one is kept waiting more than 30 minutes to appear;
 - (3) the rules and precedents of academic due process are fulfilled at all times, especially those concerning confidentiality.
 - d. Principals appearing before the committee will be entitled to hear whatever any person invited before the committee has to say, and the right of rebuttal will be extended to all speakers. All people speaking before the committee will confine themselves to answering the committee's questions or to rebuttal; they will not be allowed to speak otherwise, and should be informed of this provision beforehand.
7. The committee's decisions will be transmitted to all parties concerned.