School of Business Grade Appeal Policy

Although generally the individual faculty member is the best judge of student performance, a student may occasionally believe a grade has been assigned unfairly. Reasons such as missed deadlines, lack of curving, non-use of +/- are not acceptable criteria for appeal. If the student and faculty member are not able to resolve the grade issue, the student should review the School of Business website for guidance on the appeal process. If the student decides to move forward with an official grade appeal, the student should follow the procedure below.

Note on Deadlines: Grade appeals must be submitted before the last day of classes for the following semester (spring for fall grades, fall for spring and summer grades).

Procedure for Grade Appeals
1. The Area Chair for the course in question, serving as the chair per the University Catalog requirements, should be the recipient of the student’s grade appeal. The student’s written grade appeal should include:
   - Evidence of prior communication with the faculty regarding the appeal
   - Reason for the appeal and any additional documentation to support the appeal

   If the Area Chair believes the student’s complaint does not have merit, this reservation is reported to the Dean (or designee). No review is conducted unless the Dean (or designee) believes the appeal has merit.

Note on Departed Faculty: If the faculty member is no longer associated with the university, the Area Chair will appoint a faculty surrogate, who will assume magisterial authority of the instructor of record at this level of appeal.

2. If the basis of the appeal is deemed to have merit, the Area Chair will notify the chair of the appropriate policy committee (Undergraduate Policy Committee – UPC or Graduate Policy Committee – GPC) of the appeal. The Area Chair will provide contact information for both the student and the faculty member involved.

3. The UPC/GPC chairperson, in conjunction with the Area Chair, will name a three-person grade appeal committee from members of UPC/GPC.

4. The members of the grade appeal committee will select their own chair.

5. The chair of the grade appeal committee will contact both the student and the faculty member informing them of the composition of the committee and asking if they wish to challenge any of the committee members. If they do wish to challenge a member of the committee, the chair of the UPC/GPC shall replace the challenged member with a replacement member. A maximum of one committee member can be challenged by each party.

6. The chair of the grade appeal committee will request from both the student and the faculty member copies of any documentation they wish the committee to review.

7. The grade appeal committee will schedule a grade appeal hearing and notify the student and the faculty member at least one week in advance of the time and the location. If the student wishes to have a nonparticipating observer attend the hearing, the student should notify the grade appeal committee chair of the identity of the nonparticipating observer and provide contact information for this observer.
8. At the grade appeal hearing, the grade appeal committee will meet first with the student and then with the faculty member.

9. After the grade appeal committee has reviewed the case thoroughly, it will issue to the Area Chair a written recommendation that includes the reasons for its findings. A copy of the recommendation also will be provided to the faculty member and Dean (or designee). At this time, the faculty member has an opportunity to take the recommended action, if any. If the matter is not resolved at this point, the Area Chair will consider the committee recommendation and make a recommendation to the Dean (or designee). The decision of the Dean (or designee) is not subject to further appeal. If the Dean (or designee) decides that a change of grade is appropriate and the faculty member refuses to make the change, then the Dean (or designee) may direct the Office of the University Registrar to do so.

**Note on Provost’s Office:** The Provost’s Office does not consider grade appeals. The decision of the Dean (or designee) is final.