

Grade Appeals

In order for a grade appeal to be considered, you the student must prove that your instructor has issued a grade in an **arbitrary, discriminatory, or inequitable** manner. Refer to the following definitions of these terms:

Arbitrary: in an unreasonable or capricious manner, in disregard of facts, or without determining principle.

Discriminatory: in a manner that is unfair or denies privileges to persons because of their race, sex, color, age, religion, national origin, sexual orientation, or disability.

Inequitable: in a manner that fails to treat similarly situated persons the same way.

According to university policy, unless there is inequitable, arbitrary, or discriminatory behavior, the professional judgment of the instructor is not a matter that can be challenged or appealed in this process. *It is your responsibility as the student to prove that the grade was issued in an arbitrary, discriminatory, or inequitable manner.*

You may only appeal after having officially received the final grade in the course.

All appeals must be submitted within 10 business days of the beginning of the academic term (fall, spring, summer) that follows the term in which the final grade was submitted by the instructor, whether or not you are enrolled that semester.

Remember that the syllabus is a contractual agreement between you and your instructor. By staying enrolled in the class, you tacitly accept the policies and terms outlined in the syllabus. Therefore, all matters having to do with department policy or with curriculum and program requirements are not appealable, nor are any of the instructor's stated classroom policies such as attendance and behavior policies.

If you feel certain that your instructor has issued a course grade in an arbitrary, discriminatory, or inequitable manner, you must complete these steps:

1. Talk to your instructor about the situation. Only after attempting informally to resolve the situation by meeting with the instructor can you initiate a formal grade appeal procedure;
2. If you cannot resolve the complaint by meeting with the instructor, contact
 - (a) the Director of Lower Division Courses (for 0000/1000/2000 level courses);
 - (b) the Director of Undergraduate Studies (for upper-level undergraduate courses);
 - (c) the Director of Graduate Studies (for graduate level courses);

3. If the complaint remains unsolved, you may submit a written statement of the grievances to the Chair of the Department. The statement must include the following elements:

- explain informal attempts to resolve the issue;
- allege that you were the object of arbitrary, discriminatory, or inequitable behavior;
- include copies of any evidence to which you allude (course syllabus, graded papers, tests, quizzes, etc.);
- list any witnesses, their names, addresses, and telephone numbers; and
- explain the specific outcome you would like to see happen.

You will receive the chair's response in 10 business days.

For more information on your appeal rights and the appeal process please read the policies in section 1050.80 of the Undergraduate Catalog or the Graduate Catalog.