

College of Agriculture and Environmental Sciences Grade Appeal Policy, Procedure, and Guidelines

Purpose

The Grade Appeal Committee (Committee) for the College of Agriculture and Environmental Sciences will review cases involving challenges to the final grade received by a student in a course and will recommend action on such challenges to the Associate Dean for Academic Studies in College of Agriculture and Environmental Sciences. Additionally, cases involving academic dishonesty can be considered by the committee as well.

Composition of the Committee

The Committee consists of a minimum of seven members, namely the Chairperson, four faculty members and two student members. Faculty members are appointed by their respective department chairpersons. Student members are appointed by the Associate Dean for academic studies. They must be CAES majors and upperclassmen with a minimum cumulative GPA of 3.00. Student members will undergo training from Legal Affairs. During the training, the students are informed about the penalties for violating the confidentiality of matters that come before the Grade Appeal Committee.

*****The Chairperson of the committee will be chosen by a majority vote of the members of the committee.*****

Procedure

For students wishing to appeal a grade they have six months from the date on which the final grade was posted to appeal the grade.

Appeal requests of Fall semester grades are due by the last day of classes in the Spring semester. Appeal requests of Spring semester grades are due by the last day of classes in the Fall semester."

As stated in the Undergraduate Bulletin, students appealing the final grade in a course should first attempt to resolve the matter with the instructor of the course.

In cases where no resolution can be reached, the student at that point should request a meeting with both the instructor and the chairperson to discuss the issue.

In cases where no resolution can be reached, students have the option to appeal their final grade, by forwarding a written appeal to both the Associate Dean for Academic Studies, and the department chairperson, and send a copy of the appeal to the instructor. Within the letter of appeal students should provide detailed reasons of why they believe that the final grade is inappropriate, and the exact grades received in the class.

The appeal package must include the address and phone number(s) of the student, so that s/he may be reached immediately, and the email address of the instructor. The Associate Dean for Academic Studies will forward this letter to the chairperson of the Grade Appeal Committee.

*****In cases of failing grades as a result of academic dishonesty the student must follow the policy as outlined in the University Bulletin.*****

Grade Appeal Committee Hearing Guidelines

The hearing time will be determined by the Committee at the beginning of each semester. In order for a hearing to take place a quorum of five members is required, including the Chairperson of the Committee *and at least one student*. In cases where attendance is less than 30% of the total number on the Committee, then the outcome of the hearing will be disseminated to all members of the Committee via e-mail and the final decision of the Committee with the recommendation will be made based on the majority vote. *At least one student member must be present at all hearings*. The Committee will meet during the Summer Sessions to resolve grade disputes on a case-by-case basis and provided there is a quorum.

The Grade Appeal Committee Chairperson, after reviewing the student's appeal documentation, will contact the student and the instructor (via e-mail or phone call), within a period of two weeks, and will schedule the date for the hearing.

Copies of the student's documentation will be sent to each member of the Committee via e-mail. A copy of the material will be sent to the instructor of the course as well.

The Committee Chairperson will notify both the student and the instructor of the scheduled date and time of hearing by email and by telephone. The student and the instructor are required to confirm their attendance within three business days. If there is a time conflict, the appeal will be rescheduled. Both the student and the instructor are required to attend the hearing.

If the student fails to confirm his/her attendance within the defined time frame, the hearing will be canceled. The Committee Chairperson will notify the student and the instructor of a second scheduled hearing date and time by email and by telephone. If the student fails to confirm his/her attendance at the second scheduled hearing within three business days, the case will be dismissed and a letter of dismissal will be sent to the student, copied the Dean, the chairperson of the department and the instructor.

If the student confirms but fails to attend the hearing, the hearing will be rescheduled. If the student confirms but fails to attend the second hearing, the case will be dismissed and a letter of dismissal will be sent to the student, copied the Dean, the chairperson of the department and the instructor.

If the instructor fails to confirm his/her attendance, or does not attend the hearing after confirmation, the hearing will be rescheduled and the chairperson of the department will be invited to attend the hearing or send a representative who is familiar with the case.

During the hearing no support person can be present for either the student or the instructor. The purpose is to utilize the evidence to resolve the issue between the two parties involved. The Committee after hearing the information provided by both parties, will request an adjournment of the hearing. At this point the committee will deliberate and a recommendation will be made to the Associate Dean for Academic Studies within a timely manner.

The Associate Dean for Academic Studies will forward his/her decision to the student and the instructor. Copies of the letter will be sent to the department chairperson and to the Dean of the College.