College of Business  
Undergraduate Grade Appeal Process  
Approved by CBA Faculty December 9, 2016

Each department and school in the college shall have a standing committee for the purpose of consideration of grades appealed by undergraduate students. This committee shall hear appeals to grades that fit within the university guidelines indicating bias or caprice in grading, departure from grading procedures as indicated by the instructor, or refusal to clarify the basis for a grade on the part of the instructor.

Membership on the Departmental Grade Appeals Committee

The membership of this committee is determined by the department/school. This committee is empowered to direct change unless the case is appealed to a higher grade appeal body.

Membership on the College Grade Appeals Committee

The college shall have a standing grade appeals committee comprised of the faculty members representing each department/school on the Undergraduate Curriculum Committee for the purpose of consideration of grades appealed by students:

- That are appealing a grade for a course in which the instructor does not have an assigned department/school; and
- That have already received an indication by a departmental committee that their appeal was not successful and wish to appeal to the college committee

And for consideration of appeals by faculty members that:

- Have already received an indication by a departmental committee that a student appeal was successful that they wish to appeal to the college committee. This committee is empowered to direct change and is the final level of appeal.

If a member of a departmental or college grade appeals committee becomes a party in a grade appeal case, the affiliated Chair, Director or Associate Dean for Undergraduate Programs appoints a replacement for the duration of the case.

Grade Appeal Procedures:

- The student must discuss the situation with the instructor involved.
- If the situation is not resolved at the instructor level, the student must meet with the Chair or Director of the Department/School in which the instructor is assigned (in situations where the instructor does not have a departmental/school home, the student must meet with the Associate Dean for Undergraduate Programs) to determine whether appropriate discussions have taken place with the instructor. If so, the student is advised of the grade appeals process. If not, the student is referred back to the instructor for further discussion.
• If no acceptable solution is reached, the student may file a written grade appeal with the Grade Appeal Committee of the specific department or school in the college. The appeal must be filed within the first 20 class days of the academic semester following receipt of the course grade. In making the appeal, the student must allege that the guarantees contained in Section II, Part B, of The Student in Academic Community, have been violated.

  o In making his or her appeal, the student must allege bias or caprice in grading, departure from grading procedures as indicated by the instructor, or refusal to clarify the basis for a grade on the part of the instructor.

• Within 15 class days of receipt of the student’s statement, the Departmental Grade Appeals Committee will inform both the instructor and the student when a hearing procedure is to be scheduled. At the hearing the committee shall meet separately with the student and the instructor and each may defend their position. The committee may also invite other individuals directly associated with the case to meet with the committee as needed to clarify pertinent facts of the case. At the request of either party or at the request of the committee, an additional portion of the hearing may be requested where both parties are present. The appeals meetings shall be closed, the discussions regarded as private, and the documents are available only to the involved parties and the committee members. At the conclusion of the process outlined above, the Department Grade Appeals committee shall inform both parties of its decision concerning the merit of the appeal.

• Upon notification of the result, if both parties agree in writing to accept the decision, the matter is closed. If either party does not accept the result in writing, they may file an appeal with the College Grade Appeals Committee.

• Within 10 class days of notification of the decision by the Departmental Grade Appeals Committee, either party may file an appeal with the College Grade Appeals Committee. This appeal must be made on the same basis as the original appeal. All documents from the original appeal and the decision of the committee shall be forwarded to the College Grade Appeals Committee. If neither party files an appeal with the College Grade Appeals Committee within 10 class days, the matter is closed.

• Within 15 class days of receipt of the appeal, the College Grade Appeals Committee will inform both the instructor and the student when a hearing procedure is to be scheduled. At the hearing the committee shall meet separately with the student and the instructor and each may defend their position. The committee may also invite other individuals directly associated with the case to meet with the committee as needed to clarify pertinent facts of the case. At the request of either party or at the request of the committee, an additional portion of the hearing may be requested where both parties are present. The appeals meetings shall be closed, the discussions regarded as private, and the documents are available only to the involved parties and the committee members. At the conclusion of the process outlined above, the College Grade Appeals committee shall inform both parties of its decision concerning the merit of the appeal. All decisions of this committee are final. Instructors are encouraged to seek advice and council from their Department Chair, School Director or appropriate mentors. However, in
keeping with Academic Freedom principles, under no circumstances is it appropriate for a Department, School or College administrator to direct an instructor to change a grade.