

**PROCEDURAL SEQUENCE FOR ACADEMIC SENATE APPROVAL OF PROPOSALS**

1. Submit all proposals to the Office of Academic Affairs.
2. The Senate President will log items and forward them to the appropriate Senate subcommittees.
3. The Senate subcommittee will send the proposal to the Senate.
4. Senate proposals will be considered by the Full Faculty.
5. If approved, the proposal will then be forwarded to the Provost/Senior Vice Chancellor.

Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

TITLE: STUDENT GRADE APPEAL

SUBCOMMITTEE: Admissions/Standards PROPOSAL #: 99-14

**PROPOSAL:**

See the attached proposal. It is suggested as a replacement for the current campus policy number 602.1.

**RATIONALE:** The current grade appeal process has not been reviewed for several years. It is also quite general in its language and process, and does not give good direction to the grade appeal committee. The proposed policy is borrowed from MSU-Bozeman. It's most significant philosophical change is the fact that it keeps the grade appeal process inside the academic arena, using academic administrators as the investigators and decision-makers.

**Action Signatures:**

<u>Rogn A. Barbn</u>	<u>4/27/00</u>	Submitter	Date	College Chair/Dean	Date
<u>[Signature]</u>	<u>[Signature]</u>	Committee Chair		<u>as amended</u>	
<u>N/A</u>		Committee Chair		Approve <u>X</u>	Disapprove _____ Date <u>1/28/00</u>
<u>[Signature]</u>		Faculty Senate President		Approve <u>✓</u>	Disapprove _____ Date <u>2-9-00</u>
<u>Rogn A. Barbn</u>		Provost/Senior Vice Chancellor for Academic Affairs		Approve <u>✓</u>	Disapprove _____ Date <u>4/20/00</u>

# PROPOSED LANGUAGE FOR A NEW GRADE APPEAL PROCESS. . .

(to replace Campus Policy Number 602.1)

## 1. INTRODUCTION.

Students who disagree with the assignment of a grade by an instructor may file a grievance under these procedures.

## II. GRADE DECISION REVIEWED.

These procedures are available only to review allegedly unfair grade decisions and not mere differences of opinion regarding the professional judgment of the instructor in evaluating a student's work or making a grade decision. The grade decision will be considered unfair if the decision is made:

- a) on some basis other than performance in the course and/or compliance with course assignments and requirements;
- b) by more exacting or demanding standards than were applied to other students in the same course section;
- c) by a substantial departure from the instructor's standards as articulated in the course syllabus, catalog descriptions and/or other written materials.

## III. STUDENT GRADE GRIEVANCES.

### A. Procedures.

A student who wishes to grieve a grade decision must proceed as follows:

#### 1. Informal Meeting.

The student should attempt to resolve the matter directly with the instructor through a personal conference as soon as possible after the grade decision is known.

#### 2. Chair/Dean Review.

If the student and the instructor cannot reach a mutually satisfactory resolution to the problem, the student may file a formal grievance. The grievance must be presented in writing to the instructor's chair/dean within 15 working days of the alleged grading incident. If the grievance is based on the final grade in a course, the grievance must be presented in writing to the chair/dean no later than the 15<sup>th</sup> day of university instruction in the following academic term. The student must describe the grievance, the date(s) of occurrence, why the student believes the decision was unfair, the student's attempts to resolve the grievance informally and the precise relief sought by the student. The student may attach copies of any relevant documents. For purposes of this section, fall semester, spring semester and summer session shall each constitute an academic term.

The student shall send a copy of the grievance to the instructor. The instructor shall have ten (10) working days to respond after receipt of the grievance. If the instructor does not respond within that time frame, the chair/dean will consider the grievance with the material formally submitted by the student.

The chair/dean will receive and review all evidence, interview persons relevant to the appeal and the evidence submitted in support of the appeal, if possible, and render a written decision with recommendations as to resolution within ten (10) working days of receipt of the instructor's response. A copy of the chair/dean's decision will be given to the instructor and the student. If the grievance is not concluded within this time frame, the student may carry it forward to the Provost for resolution.

3. Provost's Review.

The student or the instructor may appeal the chair/dean's decision. Such appeal will be filed in writing and submitted to the Provost within five (5) working days of receipt of the chair/dean's decision, with copies to the instructor, the student and the chair/dean. The written appeal shall deal only with the part or parts of the chair/dean's decision that the appellant disputes. New evidence, information or supporting documents cannot be included as part of the appeal except when, by clear and convincing evidence, it is established that such information was not available at the time of the original grievance. The Provost may interview the student, the instructor, the chair/dean and other appropriate persons, but only to discuss the issues in dispute in the appeal. The Provost will submit a written decision to the student, the instructor and the chair/dean within ten (10) working days of receipt of the appeal. The decision of the Provost is the final decision of the University.

4. Time Extensions.

The parties at each step of the process may agree to extend the time lines established in this policy. Such extensions should be in writing, and signed by the appropriate parties.

5. Grade Changes.

Grade grievances can occur in two ways, and the grading process shall be governed by the following procedures:

a) if the grievance is the result of an instructor's decision during the semester, the student will be assigned a grade of NR if the grievance has not been decided by the time final grades are awarded in the course; the final grade will be awarded, once the grade grievance is completed, based on the decision of that grievance.

b) if the grievance is based on the final grade awarded in a course, the grade will be changed only if the decision of the grievance requires a change.