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Policy Title: Grade Grievance Procedure

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### **Policy**

In attempting to resolve any student grievance regarding grades or evaluations, it is the obligation of the student first to make a serious effort to resolve the matter with the faculty member with whom the grievance originated. Individual faculty members retain primary responsibility for evaluations and assigning grades. The faculty member's judgement is final unless compelling evidence suggests that an error, discrimination, or differential treatment occurred.

### **Procedure**

If the evidence warrants appeal, the student must submit a request in writing with any and all supporting evidence within five business days from the first day of the following term to the appropriate Department Chair. The Chair, upon receipt of the request, will review the case and submit a written recommendation to the Vice Dean for Academic Affairs. If the conflict is with the Department Chair, then the grievance will be submitted to the Vice Dean for Academic Affairs.

The Vice Dean for Academic Affairs will review the Department Chair's recommendation and may request a meeting with the student. The Vice Dean for Academic Affairs will review all the information and send the student a written notification of determination.

Should the student request further appeal, the student must inform the Vice Dean for Academic Affairs in writing within five business days that he/she wishes to have an appeal. The Vice Dean for Academic Affairs will submit the written request to the Dean. The determination of the Dean is final, and there is no further appeal. Any grade grievance must be resolved within the succeeding term.

## **Guidelines for Student Grievance Report**

If a student wishes to submit a grade grievance, the student should describe in detail the nature of the grievance, including:

1. Events leading to the problem
2. The actual grievance
3. Actions taken by the student or other parties involved
4. Suggestions for resolution
5. Rationale to support suggestions by the student