



## **POLICY**

Students have the right to appeal their grades; however, they should do so within **thirty calendar days** of the grade's posting on BANNER.

Students who have just cause to appeal the assignment of a grade must first discuss the problem with their instructor. Further appeals are then directed, in order, to their instructor's Department Head/Director, and the instructor's Dean's office (Dean/Associate Dean). ***The decision by the Dean's Office is final***; no further appeals are available.

## **RATIONALE FOR GRADE APPEALS**

Any student considering a grade appeal should understand that each faculty member has the right and responsibility to determine grades according to any method chosen by the faculty member as long as these methods follow professional and disciplinary standards, are clearly communicated to everyone in the class, and are equally applied to all students.

Therefore, grades should only be appealed under circumstances such as the following:

Select one or more that apply:

- a) *The assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the course.*
- b) *The assignment of a grade to a particular student on some basis other than performance in the course.*
- c) *The assignment of a grade by a substantial departure from the instructor's criteria distributed in writing.*

The grade appeal procedure is **NOT** to be used to review the judgment of an instructor in assessing the quality of a student's work or the student's perceived effort in the course, nor is it to be used if the student disagrees with the instructor on how the course was conducted. Such concerns should be shared with the instructor and/or the appropriate department head/director.

## **INFORMAL PROCESS**

If a student does not understand the reason for a grade, it is the student's responsibility to consult with the instructor of the course either in person or via VSU email. If the instructor has not responded within 30 calendar days, the student should begin the formal grade appeal.

## **FORMAL PROCESS / INSTRUCTIONS**

If, after consulting the instructor and failing to reach an agreement, the student's situation fits into one of the categories listed above, the student may initiate an appeal according to the procedures given below. The burden of proof rests with the student.

All grade appeals should be viewed as confidential matters between the student, the instructor, and the appropriate administrators and must be completed in the time allotted unless an extension is authorized by the Dean's Office.

The student must first appeal a grade to the instructor who awarded it. This process **must begin within 30 calendar days** after the registrar's office has posted final grades for the term in which the course was taken. The student should email the grade appeal along with all required support documents **to the instructor AND the department head/director** within the 30 calendar day timeframe. Any delays in the timeline should be communicated to all involved parties through VSU email.



**Student must complete this part of the appeal form and forward with copies of all materials relevant to the appeal to the instructor and the department head/director (support materials *MUST* include the class syllabus, copies of any instructions or guidelines for any assignments in question, copies of any graded assignments in question, and should include any other materials relevant to the appeal, such as emails, list of days absent, etc.). Appeals may not move forward without complete documentation supporting the appeal**

**Section A: Student Biographical Information**

Last Name		First Name		Middle Initial
VSU ID Number	Department	Major	Advisor	
VSU Email		Phone	Alternate Phone	
Mailing Address		City	State	Zip Code

**Section B: Course Information**

CRN	Prefix/Number	Section	Course Title	Credit Hours
Semester	Year	Instructor		Final Grade
Student Name (Type/Print)		Student (Signature)		Date

State below the reason(s) for the grade appeal. Include/list documentation to support the appeal and attach those documents.



**Section C: Instructor** (to be completed within 10 working days of receipt of grade appeal form)

The instructor should review all materials submitted by the student, consult with the student as needed, then complete this section of the Grade Appeal.

Department	Instructor's Name	Date the Grade Appeal was Received

The student has made the case for a grade change, attached is a grade change form.

**\*Grade will be changed from:** \_\_\_\_\_ **to:** \_\_\_\_\_

The student has not made the case for a grade change.

The grade appeal does not fit the stated criteria and has been forwarded to the Department Head/Director.

**Instructor's Comments** (attach additional documents as needed)

Instructor Name (Type/Print)	Instructor (Signature)	Date when decision communicated to student

Decision communicated to student:  In-person / F2F     Virtual / Phone     By Email

Yes     No    Does the student wish to continue the appeal? (the student must signify whether he/she wants the appeal to move to the next level within 10 working days from the date of the instructor's decision).

*If the student decides to continue the appeal, this form and all materials submitted by the student and the instructor will be forwarded by the instructor to the department head/director.*

Student Name (Type/Print)	Student (Sign)	Date

*\*(OR – attach digital/email consent by student)*



**Section D: Department Head/Director** (to be completed within 10 working days of receipt of grade appeal form)

The Department Head/Director should review all materials submitted; the student's case for appeal as well as the instructor's comments, consulting with both the instructor and the student as needed as well as other appropriate resources, then complete this section of the Grade Appeal.

Department	Department Head/Director Name	Date the Grade Appeal was Received

- The grade appeal does not fit the stated criteria and has been forwarded to the Dean's Office.
- The Instructor has agreed to change the original grade from: \_\_\_\_\_ to: \_\_\_\_\_
  - **A Grade Change Form is attached and will be processed**
- The Instructor sustained the original grade, and I –     AGREE     DISAGREE

**Department Head/Director's Comments** (attach additional documents as needed)

Department Head/Director Name (Type/Print)	Department Head/Director (Signature)	Date when decision communicated to student

Decision communicated to student:     In-person / F2F     Virtual / Phone     By Email

*If the student decides to continue the appeal, this form and all materials submitted by the student and the instructor will be forwarded by the department head/head director to the Dean's office.*

Student Name (Type/Print)	Student Signature (Signature)	Date

*\*(OR – attach digital/email consent by student)*



**Section E: Dean's Office** (to be completed within 10 working days of receipt of grade appeal form)

The Dean or Associate Dean should review the materials submitted by the student, the instructor, and the Department Head/Director, consulting with the department head/director, instructor, and student as needed, then complete this section of the Grade Appeal.

College	Dean/Associate Dean Name	Date the Grade Appeal was Received
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- The grade appeal does not fit the stated criteria and should be discontinued.
- The Instructor has agreed to change the original grade from: \_\_\_\_\_ to: \_\_\_\_\_  
  - **A Grade Change Form is attached and will be processed**
- The Instructor sustained the original grade, and I –     AGREE         DISAGREE
- I have elected to change the grade from: \_\_\_\_\_ to: \_\_\_\_\_  
  - **A Grade Change Form is attached and will be processed**

**Dean's Office Comments** (attach additional documents as needed)

Dean/Associate Dean Name (Type/Print)	Dean/Associate Dean (Signature)	Date when decision communicated to student
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- Decision communicated to student:     In-person / F2F         Virtual / Phone         By Email