

GRADE APPEALS COMMITTEE

FINAL REPORT FOR ACADEMIC YEAR 2011-2012

Submitted by William R. Nelson, Committee Chair

April 23, 2012

The Grade Appeals Committee, which functions as the Grade Appeals Review Board, decided fifteen appeal cases during this academic year, seven in the fall and eight in the spring semester. Due to the confidential nature of this Committee's responsibilities, no details from these cases nor the Committee's deliberations and final decisions can be reported.

The Committee reviewed its policy and bylaws and made recommendations for improvement to the Academic Standards Committee under whose aegis the Grade Appeals Committee functions.

The Committee makes the following suggestions to faculty and department chairs and deans:

1. Upon notification of a possible grade appeal, faculty, department chairs, and deans are advised to thoroughly review the revised 2011-2012 grade appeals policy.
2. Deans and department chairs are advised to review the grade appeals policy, which requires a complete packet. Please review the inventory list prior to submitting a packet to the Grade Appeals Committee to insure the completeness of the Grade Appeal Packet.
3. Faculty are requested to adopt a straightforward grade system that is presented on the course syllabus with criteria and to provide students with clear feedback regarding their progress in the course. Also, the syllabus should include clear statements of class policies regarding issues such as: (i) late submissions of gradable work and makeup exams; (ii) class participation; and (iii) academic dishonesty penalties.
4. Faculty, department chairs, and deans should encourage students to follow the policy guidelines exactly and to be sure to include all supporting documentation for their grade appeal.