

## Appeals for Grade Changes Policy – for Faculty Senate meeting, November 14, 2011

### Summary of Changes

1. Department Chairs are now asked to not forward incomplete grade appeal packets to the Deans. Instead, they are asked to inform the student that the appeal packet is incomplete and that they have one week to pick it up and resubmit a complete appeal packet. This is explained in item 2b.

2. In the previous policy, the word “appeal” was sometimes used to refer to the whole process of appealing a grade, and sometimes to refer to the physical packet. The physical packet is now called “Appeal for Grade Change Packet”. This also reminds students that their appeal packet should contain many documents, not just a letter.

3. New forms were created, to help the Department Chairpersons and Deans.

4. Step 1: Students now have until the third week of classes to meet with the Department Chairperson when the instructor cannot be contacted. In the previous policy, they had until the “second week”, which is not a great idea because the student has two weeks to contact the instructor.

5. Item 4a: The student has one week to tell the Dean that he/she wants to pursue the appeal, for consistency.

6. Item 8c: “and/or the appellant” was struck, because item 8d already talks about asking the student for extra documents.

7. Several editorial changes have been made. Some are grammatical corrections, some make the policy more clear, and some are changes in terminology for consistency throughout the document. In particular:

- The department chair is called “Department Chairperson” throughout the document;
- The dean is called the “Dean” throughout the document;
- The appellant is called the “student making the appeal”;
- The chair of the committee is called “chair of the Grade Appeals Review Board”;
- The word “instructors” is used instead of “faculty” in item 7

- The Grade Appeals Review Board will take “one the following actions”, instead of taking “one of several possible actions” (item 5a). Old items 5b and 5c have been renumbered 5ai and 5aii.
- The VP for Academic Affairs is called the “Provost” (item 8b);
- The university attorney is called “Special Assistant to the President”, her actual title (item 8i).