

Student Faculty Grade Appeal Board Procedures

Division of University Studies North Carolina Agricultural and Technical State University Academic Years 2008 - 2010

Purpose

The Grade Appeal Board shall act upon formal petitions from students in cases involving disputes and/or alleged errors in final evaluation. Such petitions shall be considered only after the student has pursued and exhausted all other appropriate and existing channels of resolution. These include the faculty member, the faculty member's course coordinator, Associate Dean or Dean.

The Grade Appeal Board does not dictate to faculty members the proper evaluation of student performance. Rather the Grade Appeal Board will: (1) ascertain the grading/evaluation system employed by the faculty member; (2) ascertain the specific criteria on which the grades are based; and (3) ascertain if the system and criteria were applied fairly and consistently in the case of the student filing the appeal. Information from the course syllabus and other supporting documents may be requested from the faculty member in order to facilitate such a determination.

COMPOSITION OF THE BOARD

The Division of University Studies Grade Appeal Board shall be made up of three faculty members from within the course team instructing the specific course in question. In the case of theme cluster courses faculty will be chosen from amongst those teaching UNST theme courses in that given semester. The grade appeal board by necessity must exclude the faculty member whose grade is being challenged by the student. All members of the board shall be appointed by the Dean. There is no limitation with regard to faculty rank for the committee (thus the board may consist of adjunct, lecturer, or tenure track faculty members.)

The officers of the Grade Appeal Board shall consist of a Board Chairperson and a recorder to be selected from among the Board membership. The Chairperson shall be responsible for scheduling, organizing, and directing all meetings of the Board. The recorder will be responsible for documenting all meetings and deliberations of the Board. Written reports of all Board meetings and decisions should be made available to the Dean of the Division of University Studies. All members of the committee must be present for the Board to conduct an appeal hearing.

GRADE APPEAL PROCEDURE

1. A request for a change of grade, for any reason, must be made within one year following the date the original grade was assigned by the faculty member.
2. Any student who has a complaint, dispute, or grievance regarding a final course grade evaluation should first discuss the matter with the faculty member issuing the grade. If the matter cannot be resolved through informal discussion, the student should then seek a conference with the faculty member's course coordinator. In the case of theme cluster courses, the second step after the faculty member shall be with the Associate Dean. If, after conference with the coordinator or Associate Dean, the matter has not been resolved to the satisfaction of the student, the student may then seek a conference with the Dean regarding the initiation of formal proceedings. Such forms necessary to initiate the proceedings shall be made available to the student through the Office of the Dean.
3. The student shall provide to the Grade Appeal Board a written account of the appeal, including a description of the action being appealed, the name of the course and its instructor, an explanation of any action taken by the student to address the grievance, and an identification of any evidence the student may wish to submit in support of the appeal as per the Grade Appeal Petition document.
4. Appeals are to be addressed to the Dean, Division of University Studies, Room 108A Hines Hall.
5. The Dean shall appoint the requisite Grade Appeal Board, and shall notify the Chairperson of the Grade Appeal Board, the faculty member's course coordinator or Associate Dean, and the faculty member whose final grade evaluation is being appealed in the petition.
6. The Chairperson of the Grade Appeal Board, having been so notified by the Office of the Dean, shall schedule a meeting of the Grade Appeal Board within ten (10) working days of the receipt of such notification.
7. The Chairperson of the Grade Appeal Board shall contact and may request from the faculty member such documents which may be pertinent to the complete and fair execution of the board's duties. These may include: (1) a course syllabus for the course and semester in which the student was enrolled and containing information relating to final grade evaluation; (2) a record of grades obtained by the petitioning student in that course; and (3) any

additional information used by the faculty member in making the final grade evaluation.

8. The Chairperson of the Grade Appeal Board will distribute to each board member, a copy of the Grade Appeal Petition for review at least 72 hours before the scheduled board meeting.
9. The Chairperson of the Grade Appeal Board shall notify the petitioning student of the date, hour and location of the scheduled Grade Appeal Board meeting in order that he/she may make a verbal representation and defense of his/her Grade Appeal Petition. He/she should be made aware that he/she may be questioned by board members for additional information related the appeal. The student should be made aware that this is not an adversarial process and therefore, no attorneys are allowed. The student may, however, elect to be accompanied by a parent or friend.
10. The Chairperson of the Grade Appeal Board shall direct the Grade Appeal Hearing. The student shall be allowed to proceed first. The Board is reminded that the student bears the responsibility of proving the alleged error. Because the process is not an adversarial hearing, oral or written statements from the involved faculty member will not be allowed except as previously indicated.
11. After reviewing all written information, hearing any oral statements, and considering all matters related to the Grade Appeal Petition, the Grade Appeal Board may discuss the appeal and take a vote. Members are to be reminded that they are only to consider the following in making their decision: (1) Ascertain the grading system selected (as described in the course syllabus); (2) Ascertain if the grading system used was the grading system described in the syllabus; and (3) Ascertain if the system selected was applied fairly and consistently. The Grade Appeal Board is not to attempt to tell a faculty member how to evaluate the performance of the student. A majority of the Board members present and voting determines the decision of the Board. The Board, through its chairperson, must then provide, in writing, a summary of the proceedings and the Board's decision within three (3) working days to the Office of the Dean, Division of University Studies.
12. The Dean of the Division of University Studies shall be the final arbiter of the Grade Appeal Petition. His office shall notify both the Chairperson of the Grade Appeal Board and the student of the final outcome of the proceedings.