

College of Arts, Humanities, and Social Sciences

Grade Appeal Policy, Procedure and Guidelines

Purpose and Composition of the Grade Appeal Committee

The Grade Appeal Committee (Committee) for the College of Arts, Humanities, and Social Sciences (College) will review cases involving challenges to the final posted course grade received by a student in a course taught in the College and will recommend action on such challenges to the Dean of the College. The Committee shall consist of full-time faculty from the College (at least one faculty member per department), and the Associate Dean working with curriculum and undergraduate student affairs as an ex-officio member. The Committee shall elect one of its members to serve as the Committee Chairperson for a three-year term. The election of the Chairperson shall be held at the beginning of the Fall semester. An Acting Chairperson will be appointed by the Associate Dean, in case there is a conflict of interest.

Procedure

Detailed guidelines for determining whether or not to appeal a grade can be found on the final page of this document.

A student appealing the final posted grade in a course will have until the end of the following semester after the end of the course in which to initiate a grade appeal (e.g., contact an advisor or other faculty member with concerns about the grade or contact the instructor or the department chairperson, etc.). If the student is appealing a summer grade, they will have until the end of the following Fall semester. The steps listed below must be followed, in order.

Step 1: Before filing a formal grade appeal, a student must first attempt to resolve the matter with the instructor of the course with an in-person meeting.

Step 2: If no resolution takes place, the student must address the matter with the chairperson of the department.

Step 3: If these efforts at conciliation do not resolve the dispute and the student wishes to proceed with a formal grade appeal, the student must complete the formal Grade Appeal Form, found on the College of Arts, Humanities and Social Sciences website. The completed form must be sent to the College's Associate Dean for Undergraduate Student Affairs. The Grade Appeal Form must include detailed information about the grades received in the class and the reasons the student believes the final grade is inappropriate. A copy of this form will be forwarded to the Chairperson of the Grade Appeal Committee, the chairperson of the department and the instructor.

Grade Appeal Committee Meeting Guidelines

The Committee will determine its meeting time at the beginning of each semester. The quorum for a hearing on a grade appeal is five (5) members, including the Chairperson of the Committee. The Committee will meet during the Fall and Spring semester to resolve grade disputes on a case-by-case basis and provided there is a quorum.

If there is an emergency situation outside of Fall or Spring semesters that will negatively impact the

student's ability to remain in good standing with the university, the committee will attempt to review the case. In this case, a quorum will be considered three (3) members including the chairperson of the committee.

After reviewing the student's appeal, the Grade Appeal Committee Chairperson will contact the student and the instructor (via e-mail or phone call) within a period of two (2) weeks and will schedule the date for the hearing. The chairperson of the department will be copied on or notified about this communication.

A copy of the student's letter and supporting materials will be sent to each member of the Grade Appeal Committee via e-mail. A copy of the material will be sent to the instructor of the course as well.

The Committee Chairperson will notify both the student and the instructor of the scheduled date and time of the hearing. The student and the instructor are required to confirm their attendance within a three-day (3-day) period. If there is a time conflict, the hearing will be rescheduled. Both the student and the instructor are required to attend the hearing.

If the student fails to confirm his/her attendance within the defined time frame, or if the student does not attend the scheduled meeting after having confirmed, then the meeting will be canceled. The student will be given a second (last) chance for an appeal hearing. If the student fails to confirm/attend the hearing the second time, then the case will be dismissed and a letter of case dismissal will be sent to the student, copied to the Dean, the chairperson of the department and the instructor.

If the instructor is no longer employed at North Carolina A&T State University, the chairperson of the department will attend the hearing in place of the former instructor.

The student and the instructor should bring pertinent supporting documents (syllabus, assignments, Grade Book print-outs, email correspondence, etc.) to the hearing. Committee members may wish to photocopy these materials for review during their deliberations. The student and the faculty member will be given fifteen (15) minutes each in which to state their case after which Committee members will ask questions of both parties.

Neither the student nor the instructor may bring a support person to the hearing. The goal is to resolve the issue upon hearing evidence provided by the two parties involved. Support people such as best friends, parents or spiritual leaders will not be allowed to attend the hearing.

After hearing the information provided by the student and the instructor, the Committee will excuse both parties and go into a closed session. The Committee will then deliberate and make a decision in a timely manner.

The Committee Chairperson and the Associate Dean will forward the written decision in the form of a letter to both the student and the instructor within fourteen (14) days of the hearing. Copies of this letter also will be sent to the department chairperson and to the Dean of the College.

Guidelines to Students: How to Determine If Your Appeal is Appropriate*

The Grade Appeal Committee will consider the appeal of a final grade only in exceptional cases and only when the student presents evidence that strongly supports his/her claim.

Examples that may merit a grade appeal include:

- The instructor miscalculated the final grade.
- The instructor did not adhere to the policies outlined on the syllabus without reasonable cause and without informing the class.
- The instructor did not provide a reasonable explanation of how the student's work was evaluated.

Examples that may not merit a grade appeal include, but are not limited to:

- The instructor's grading policies differ from the grading policies of other instructors in the department, College/School or University.
- The instructor's attendance policy differs from the attendance policy other instructors in the department, College/School or University.
- The instructor's Late Work policy differs from the Late Work policy other instructors in the department, College/School or University.
- The grade distribution in the class in question is lower than it is in other sections of the same course.
- The student's grade in the course is significantly lower than grades the student earned in similar courses.
- The grade in question will trigger Academic Probation, Suspension or Dismissal or the loss of Financial Aid.

Please note that simple disagreement about what constitutes fair grading is not grounds for an appeal. The North Carolina A&T State University *Student Handbook* and *Faculty Handbook* and the instructor's syllabus define standards for grading in the course. When a student elects to remain in a class after reading these materials, the student is understood to have accepted the grading terms of the course.

Grade Appeal Request Form – Part I
College of Arts, Humanities and Social Sciences
1601 E. Market Street – GCB, Room A411
Greensboro, NC 27411
(336) 334-7806
(336) 334-7173 (fax)

Please complete each item and send this form along with supportive documents to the **CAHSS, Office of the Dean, Attn: Associate Dean Sheila Whitley (whitley@ncat.edu)**. This form should be submitted only after the student has discussed the concern first with the instructor and then with the Department Chairperson.

Student Requesting Grade Appeal

Name: _____ Banner ID: _____

Major: _____

E-mail: _____ Phone: _____

Mailing Address: _____

Course Information

Course Name: _____

Course Number: _____ (e.g., PSYC462.201310)

Course CRN: _____ (e.g., 337473)

Semester/Year Enrolled: _____ (e.g., Fall 2011)

Instructor's Information

Instructor's Name: _____

Department: _____

E-mail: _____ Phone: _____

Campus Address: _____

(Complete Page 2)

Grade Appeal Request Form – Part II
College of Arts Humanities and Social Sciences

Please type below the reason(s) for requesting an appeal of an assigned grade. Attach additional pages if needed. Read carefully the CAHSS Grade Appeal Policy before submitting this form. The policy can be found on the CAHSS web page <https://www.ncat.edu/cahss/index.php>.