

## **GRADE APPEAL POLICY**

### **UNIVERSITY OF DAYTON SCHOOL OF EDUCATION AND HEALTH SCIENCES**

A student may appeal a grade that he/she received in any course taught through the School of Education and Health Sciences. It is the intent of each SEHS instructor to be objective and fair in setting standards and in making final grade determinations. It is the obligation of each faculty member to develop and make known to the students these class objectives and grading standards at the beginning of each course. Should a student wish to appeal a final course grade, the appeal process should be completed within 30 days of the date the semester ends. The semester ends after final examinations.

The appeal process is as follows:

#### **Informal process**

The student must first discuss with the instructor the final grade that is in question and make every effort to understand and resolve the final grade at that level.

Should the student, after fully exploring the avenue stated above, still feel that the issue concerning the grade is not resolved, he/she must next meet with the departmental chair and/or program director of the involved course and seek to resolve the grade situation within the departmental structure.

At the end of the informal appeal process, if the student still feels that there are compelling and unresolved reasons which necessitate a further appeal of the grade beyond this informal process, the student may make such further appeal of a grade by use of the formal process indicated below.

#### **Formal process**

Using the form included on the following pages, the student must prepare a statement in writing to the SEHS Dean, which includes the following items:

- i. Course name and instructor's name
- ii. Grade and date received
- iii. Reasons for the grade appeal, including a description of the evidence on which the appeal is based
- iv. Summary of the informal process and its results
- v. Signed statement by the student releasing the confidentiality of the file and related information to the Dean and his/her assignees

If the appeal is not resolved with the SEHS Dean, the SEHS Dean will then appoint a Review Committee to consider the grade appeal. This review committee will consist of:

- i. Two SEHS faculty members
- ii. One SEHS student

The Review Committee must agree to the confidentiality of the information he/she gains access to as a member of the committee. Committee members cannot be from the appellant's program or department or be involved in any way with the appellant. The Review Committee will meet with the student and the instructor on separate occasions and gather any additional evidence or information related to the appeal. The review committee will make known its recommendations and reasons for the recommendations in a signed, majority report to the SEHS Dean.

The SEHS Dean retains the right to either approve or disapprove the recommendations of the review committee and will make known his/her decision and the reasons for the decision to the student, the instructor, and members of the review committee in writing.

If for some legitimate reason (i.e., out-of-town student is not able to return during the summer to meet with the faculty member and chair) the student cannot complete the informal process within the required 30-day time period, the student must notify the SEHS Dean in writing of his/her intent to appeal within 45 days of the date the semester ends. The semester ends after final examinations.

**GRADE APPEAL STATEMENT**

**UNIVERSITY OF DAYTON SCHOOL OF EDUCATION AND HEALTH SCIENCES**

**Student information**

Full name: \_\_\_\_\_

Major: \_\_\_\_\_

Local address: \_\_\_\_\_

Permanent address: \_\_\_\_\_

Phone (incl. area code): \_\_\_\_\_

Email: \_\_\_\_\_

**Course(s) information**

Course number(s): \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Grade(s) received: \_\_\_\_\_

Semester taken: \_\_\_\_\_

**Reason(s) for appeal**

Include a detailed statement and all pertinent evidence. Use a separate sheet and/or attachments if necessary.

**Summary of the appeal process**

Include names of the people contacted, dates of contact and results. Use a separate sheet and/or attachments if necessary.

**Release statement**

I hereby release the confidentiality of this information to the SEHS Dean and his/her assignees.

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_