



SCHOOL OF ENGINEERING FINAL GRADE APPEAL POLICY

A student may appeal a grade that he/she received in any course taught by the School of Engineering. It is the intent of each instructor in the School of Engineering 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 that must be followed is as follows. Grade appeals for co-requisite courses taught by the same instructor should be submitted as a single grade appeal.

1. Informal Process

- a. 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.
- b. 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.
- c. 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.

2. Formal Process

- a. Using the attached form, the student must prepare a statement in writing to the Dean which includes the following items:
 - i. the course and the instructor's name
 - ii. the grade and date received
 - iii. the reasons for the grade appeal including a description of the evidence on which the appeal is based
 - iv. a summary of the informal process and its results and
 - v. a signed statement by the student releasing the confidentiality of the file and related information to the Dean and his/her assignees.

- b. The Dean may assign either the undergraduate or graduate Associate Dean to facilitate the formal appeal process. The Dean or Associate Dean will then appoint a Review Committee to consider the grade appeal. This review committee will consist of:
 - i. two faculty members in the School of Engineering and
 - ii. one student in the School of Engineering.
- 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.
- c. The Review Committee will first meet to select a chair and then meet with the student and the instructor on separate occasions and gather any additional evidence or information related to the appeal. Both the student and the faculty member must cooperate with the review committee. The review committee will make known its recommendations and reasons for the recommendations in a signed, majority report to the Dean.
 - d. The 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.

This formal appeal process must be initiated within 45 days of the date the semester ends. The semester ends after final examinations.

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 Dean of the School of Engineering in writing of his/her intent to appeal. This notification must occur within 45 days of the date the semester ends. The semester ends after final examinations.

**SCHOOL OF ENGINEERING
STUDENT GRADE APPEAL STATEMENT**

Student information:

Full name: _____

Degree Program: _____

Local Address: _____

Telephone: _____

Course(s) Involved:

Course number(s): _____

Instructor: _____

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 informal process: Include the people contacted, dates of contacts and results. Use a separate sheet and/or attachments if necessary.

Release statement:

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

Student's Signature: _____ Date: _____