

Grade Disputes: A Clarification from the Chairperson

Grade disputes cannot be addressed until after the semester has been completed a grade for the course has been assigned. The Chairperson cannot intervene on individual assignments and is only involved if the final grade that a student receives is contradicted by the course syllabus or relevant university guidelines.

Students who are enrolled in a course and believe that a score on a particular assignment was not appropriate should contact the course instructor and/or GTA to try to resolve the issue. If the issue is not resolved to the satisfaction of the student, he or she has two choices:

(1) Drop the Course:

If the deadline to withdraw from a course has not passed, the student may choose to drop the course rather than receive a less than satisfactory grade.

(2) File a Grade Grievance:

Filing a grade grievance is a formal process in which the student must sign and submit paperwork to the Department's Chairperson after the semester is over and a final grade has been submitted. For a grade grievance to result in the revision of an previously assigned grade, there must be a documentable basis on which to proceed.

Minimum Requirements for a Grade Grievance:

- (a) A final grade must be submitted for the entire course in which a grade grievance is submitted.

There is no process for appealing scores for individual assignments within a course. In these cases, the primary instructor for the course has complete authority.

The Chairperson does NOT have the authority to arbitrarily change a grade that was assigned by the primary instructor.

- (b) The student must provide documentable evidence that either the syllabus was violated or that the student's assignments were evaluated using a different standard than those of his or her classmates.

These are the only circumstances in which a grade grievance are processed.

A Note from the Chairperson:

Due to the serious nature of grade grievances, students should be certain that they can provide documented evidence to support their claims. If a student falsely presents information that slanders or defames the primary instructor, the Chairperson will view this as an act of academic dishonesty and sanctions against the student may apply.