

GRADE APPEALS - UNDERGRADUATE

POLICY NUMBER: AAPC-GRADEAPPEAL-UNDERGRAD

POLICY TYPE: ACADEMIC & ADMISSIONS POLICY COMMITTEE

RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT FOR ENROLLMENT & DEGREE MGMT.

RESPONSIBLE OFFICE: VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS

MOST RECENT REVIEW DATE: APRIL 22, 2021

NEXT REVIEW DATE: LAST REVIEW DATE PLUS FOUR (4) YEARS – APRIL 22, 2025

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Any student who believes their **final** course grade is inaccurate, or based on factors that were not included in the grading policy, may appeal the grade. To be considered, the grade appeal must meet one or more of the following conditions:

1. The method for determining the final course grade conflicts with the grading policy per the course syllabus or other announced grading policies.
2. There is an alleged mathematical error in calculating the final course grade.
3. There is evidence that the final course grade is based on something other than performance in the course.

Grades on individual assignments are not covered by this policy.

If a student wishes to appeal a final course grade, the student must provide a written statement (email or letter) that outlines the grade appeal. In the statement, the student should note which of the three conditions listed above that the grade appeal meets.

All responses to appeals must be in writing. If at any point a grade change is agreed upon, the record change shall be initiated by the instructor within two (2) working days.

Appeals must first be taken to the instructor and shall move up the levels below as needed.

1. **Instructor Level Appeal:** The student must provide their appeal to their instructor within fifteen (15) working days after the last date for faculty to submit grades as indicated on the [Registrar's academic calendar](#). The instructor must respond to the student within five (5) working days from the receipt, stating whether the appeal is granted and stating the instructor's rationale for the decision. If the student is unable to reach the course instructor or the initial appeal is not resolved, the student may move the appeal forward in the process.
2. **Chair/Director Level Appeal:** If the student is not satisfied with the outcome of Step 1, they may take their appeal to the chair/director of the department/school in which the course was offered within five (5) working days of the receipt of the instructor's decision. After consultation with the student and the instructor, the chair/director will provide a response to the student and instructor with five (5) working days of receiving the appeal. The instructor shall respond within five (5) working days indicating whether they agree with the recommendation of the chair/director.

3. **Dean Level Appeal:** If no mutually satisfactory decision was reached at Step 2, the student may appeal to the dean of the college (or designee) that houses the course within five (5) working days of receipt of the instructor's response. The dean (or designee) shall review the documentation and provide a response to all parties within five (5) working days following receipt of the written appeal. The instructor shall respond within five (5) working days as to whether they agree with the recommendation of the dean (or designee).
4. **Grade Appeals Panel:** If the student is dissatisfied with the results of the appeal in Step 3, the student may submit a written appeal requesting a hearing with the Grade Appeals Panel to the Vice Provost for Undergraduate Academic Affairs within five (5) working days of the instructor's response to the dean's recommendation. The Vice Provost will convene a Grade Appeals Panel as soon as practical.

II. GRADE APPEALS PANEL

1. **Membership:** The Grade Appeals Panel shall be composed of the following members:
 - a dean not involved in the appeal process
 - two faculty members from a department other than the one involved in the appeal (selected by the Vice Provost for Undergraduate Academic Affairs)
 - two undergraduate students (selected by the Dean of Students).The Vice Provost (or designee) convenes the panel and serves as a non-voting member.
2. **Determination of Merit:** The Grade Appeals Panel shall receive copies of the written appeal and all prior documentation. Thereafter, neither new evidence nor changes shall be introduced before the Grade Appeals Panel. The Grade Appeals Panel shall review the file to determine if the student's case meets any of the grounds for appeal. If the panel determines that the appeal does not meet any of the grounds, the appeal will not be considered. The ruling of the Grade Appeals Panel is final and must be communicated to all parties within two (2) working days of the decision.
3. **Hearing Meeting:** If the Grade Appeals Panel determines that the case meets any of the grounds for appeal, the Panel will proceed to a full hearing of the appeal. All previously involved parties (instructor, student, chair/director, and dean or designee) have the right to attend the meeting and offer evidence or rebuttal. Both student and instructor may request to be accompanied by advisors during the hearing. Advisors may only consult and interact privately with the student and instructor during the hearing and will not be allowed to address the Grade Appeals Panel. The Vice Provost for Undergraduate Academic Affairs (or designee) will notify the parties of the exact date, time, and location of the hearing at least five (5) working days before the hearing. During the hearing, both student and instructor shall be granted time to present their case.
4. **Deliberation and Decision:** The Grade Appeals Panel shall deliberate confidentially and arrive at a decision by majority vote. If the Grade Appeals Panel finds that an academic evaluation based upon anything other than a good-faith judgment of a student's work has been proved, it will approve a grade change to the academic record. The Grade Appeals Panel shall provide a written report of its

ruling to the student, the instructor, the department chair/school director, and the dean of the college within five (5) working days of the hearing. The decision of the Grade Appeals Panel is final and binding. If a grade change is approved, the Vice Provost for Undergraduate Academic Affairs will forward the information to the Registrar's Office.

III. ENTITIES AFFECTED

Undergraduate students and faculty members. All parties concerned must be cognizant of the impact that grade appeals may have on the student's academic progression or graduation. and faculty members.

IV. DEFINITIONS

A "working" day is any day when Northern Kentucky University is officially open.

V. EXCEPTIONS

Panel Extensions or changes to the grade appeal timeline may be considered by the instructor or department chair/school director if extenuating circumstances exist.

RELATED POLICIES

[Code of Student Rights and Responsibilities section 5\(G\)](#)

[Grade Appeals - Graduate](#)

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision/Name Change	April 22, 2021
Policy – Grade Appeals	April 15, 2016

GRADE APPEALS - UNDERGRADUATE

PRESIDENTIAL APPROVAL

PRESIDENT

Signature *A. K. Vaidya*

Date 4/22/2021

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: 5 / 12 / 21.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

VICE PRESIDENT & CHIEF STRATEGY OFFICER

Signature *Bonita Brown*

Date 05/18/21

Bonita J. Brown