Official Policies and Procedures
College Policy No. 89.01 FINAL COURSE GRADE APPEALS
REPLACES AND SUPERSEDES ALL PRIOR VERSIONS OF FINAL COURSE GRADE APPEALS POLICY.
This policy is effective immediately for grades received Fall 2015 and forward.

The following is the policy implemented for Final Course Grade Appeals in the Eugene Applebaum College of Pharmacy and Health Sciences. At the beginning of each term, the instructor is to inform students in writing of the criteria used in arriving at grades for the class including the relative importance of prepared papers, quizzes and examinations, class participation and attendance. Where student performance in other practical and structured activities is relevant in evaluating professional competency, criteria used in such evaluations should be stated. Written materials should be graded in a timely manner and such materials, together with comments and an explanation of grading criteria, are to be made available to students. Students should be encouraged to discuss any class related problems with the instructor.

Instructors are expected to evaluate student work according to sound academic standards. Equal expectations should be required of all students in a class (although more work is expected from graduate students than from undergraduates) and grades should be assigned without departing from announced procedures.

It is the instructor’s prerogative to assign grades in accordance with his or her academic and professional judgment and the student assumes the burden of proof in the appeals process. Grounds for appeals are: (1) the application of non-academic criteria in the grading process, as listed in the university’s non-discrimination/affirmative action statute: race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status; (2) sexual harassment or discrimination; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

*This final course grade change policy does not apply to allegations of academic dishonesty.*

Academic dishonesty matters should be addressed under the *WSU STUDENT DUE PROCESS POLICY*, which is outlined in detail at the Dean of Students link below:

http://doso.wayne.edu/

**Definition:**

**Instructor**- Instructor applies to full-time, fractional-time, part-time faculty as well as Graduate Teaching Assistants, Adjuncts, and Academic Staff with teaching duties.

**FINAL COURSE GRADE APPEALS POLICY AND PROCEDURE**

**Informal Final Course Grade Review**

1. Prior to an appeal of a course final grade all issues must first be directed to the instructor of the course for consideration of resolution.
2. The initial request of a grade review should be made directly to the instructor in an informal discussion during office hours or by a requested scheduled appointment.
3. If a student has documented efforts to obtain an informal meeting with the instructor and is unable to schedule this meeting within ten calendar days the student will then have the right to proceed to a formal grade appeal within thirty calendar days following posting of the final
course grade. The instructor should make every reasonable effort to meet with the student during this time period prior to a formal appeal.

**Formal Final Course Grade Appeal Policy and Procedure**

If the final grade in question remains unchanged after the informal final course grade review, any formal Course Grade Appeal to change the grade in question must be initiated in writing by the student within thirty calendar days following the posting of the final course grade. The Student must submit a formal written appeal to the appropriate Department Chair. This formal appeal must include a copy of the current course syllabus and a student appeal letter including detailed justification for the appeal. This documentation must explicitly state which of the three criteria of allowable rationales is applicable and how the alleged violation occurred.

**Formal Final Course Grade Appeal:**

1. The Department Chair shall provide a time-stamped and dated copy of the formal student course grade appeal to the instructor, program director or program/department grade appeal committee. The Department Chair will then request input and/or response from the instructor, program director or the program/department grade appeal committee.
2. Student or Faculty involved in a grade appeal process may contact the University Ombudsperson at any time for assistance with any questions associated with a grade decision or the grade appeal process.
3. The Department Chair may convene an ad hoc special review committee (or charge an existing committee) to advise on any dispute.
4. The Department Chair shall review all documentation and respond in writing to the student within thirty calendar days of receiving the formal course grade appeal. The Department Chair will place, in writing, the final decision to the student, instructor, program director, program/department grade appeal committee or the reason for any delay in decision. The decision of the Department Chair can be appealed to the Office of the Dean.
5. Appeals to the Office of the Dean must be submitted in writing within ten calendar days of the postmarked response from the Department Chair. The Dean or his/her designee must respond to the student appeal within thirty calendar days. The decision of the Dean or his/her designee is the final decision at the College level.
6. If the appeal is denied at the Dean (designee) of the College level, the student may appeal to the Office of the Provost within thirty calendar days of the College’s decision. The student’s formal appeal to the Office of the Provost must include a copy of the current course syllabus, the initial student appeal letter including detailed justification for the appeal, the Department Chair’s response letter, and the Dean’s (or designee’s) written response. The decision of the Provost or his/her designee is final. No further appeal is possible.

The student may also file with the Provost’s Office a Request for a Postponement of the effect of the College's final decision. Such a request must be postmarked within seven calendar days of the postmark of the College's final decision, and a copy must be sent to the Dean of the College. Upon receiving a Request for Postponement, the Provost will immediately contact the Dean. Unless the College demonstrates clearly and convincingly that the injury to the College or to third persons that would result from such a postponement would outweigh the injury to the student from denying the postponement, the effect of the decision rendered by the College must be postponed until the date

**Adopted September 16, 2015**

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that the Provost issues a decision regarding the underlying Request for Provost Review. The Provost will inform the student and the Dean of her/his decision regarding the Request for Postponement within three school days after receiving the request. Exceptions to this procedure may be granted by the Provost upon a showing of good and sufficient cause.