

Final Course Grade Challenge Appeal Committee Review Rubric

A student may challenge a final course grade if the student has discussed the concern with the faculty member and can demonstrate that the grade was awarded in an arbitrary or capricious manner. Arbitrary or capricious are defined as follows: (a) the assignment of a final course grade was made on a basis other than the student's academic performance in the course, (b) the assignment of a final course grade was based on standards that differ unreasonably from the standards applied to other students in the course, or (c) the assignment of a final course grade in a manner that substantially or unreasonably departed from the instructor's articulated standards.

Students submit their challenge to the department chair, who renders a decision. The following rubric may be used to evaluate appeals of decisions made by chairs/directors.

Student Name: _____

Course Name and Number _____ **Department/School/Program:** _____

Semester: **Fall** **Spring** **Summer** **20**____

Instructor: _____ **Grade Assigned:** _____

1. **Did the student meet the deadline to file the grade challenge within the first 10 business days of the semester following the course?**

YES NO

Comments:

2. **Did the faculty member provide a written response within 10 business days of notification of the grade challenge?**

YES NO

Comments:

3. **Did the chair/director undertake any further investigation to determine if the grade was arbitrarily or capriciously.**

YES NO

Comments:

4. **Did the chair provide a written decision within 10 business days of receipt of the faculty member's written response (or, in the absence of a response from the faculty member, within 20 business days of receipt of the challenge from the student)?**

YES NO

Comments:

5. **Did the appellant provide a written statement within 5 business days of receipt of the chair written decision?**

YES NO

Comments:

- 6. Briefly summarize any statements obtained by the Appeal Committee from the parties involved.**

RECOMMENDATIONS

Would you agree that the Appeal Committee recommend to the Provost that the grade was assigned arbitrarily and or capriciously?

YES NO

Comments:

What disposition do you suggest the Appeal Committee recommend to the Provost?

The Appeal Committee must issue its recommendation to the Provost within 5 business days of making its decision.