



UNDERGRADUATE GRADE DISPUTE CHECK LIST

The University has established policy and procedures for grade disputes. In disputing a course grade, the burden is on the student to demonstrate that one or more of the following applies:

1. An error has occurred in calculation of the grade.
2. The instructor fails to inform students of the basis for calculation of grades.
3. A non-uniform standard was applied in the assignment of the course grade and/or the student, through no fault of their own, was not provided with the same opportunity to complete the requirements for the course as the other students.
4. A grading decision was based on a substantial and unreasonable departure from previously articulated standards.

Student Name _____

Student ID _____

Course Number _____

Semester _____

Instructor _____

☐ Student discussed grade with instructor Date _____

If a student feels that an instructor's assignment of a course grade is improper the student should discuss the matter with the instructor within 45 days following the completion of the semester in which the course was taken.

☐ Student submitted letter to Chair of Department Date _____

If resolution does not result from this meeting, the student should promptly contact the Chair or Director of the program in which the course was offered and indicate in writing the nature of the dispute and its justification.

☐ Student statement given to instructor Date _____

The department chair or director, upon receipt of the student's written explanation, shall share it with the instructor of record in the course in question and request a written response.

☐ Instructor's written response received Date _____

The instructor should promptly respond, in writing, and a copy must be provided to the student.

☐ Instructor's response shared with student Date _____

If the instructor refuses to submit a written response and/or to participate in a meeting with the student, the chair is empowered to render a decision on the student's request.

☐ Meeting with Chair, student, and instructor Date _____

The chair will arrange a meeting, at which s/he will serve as mediator, between the student and faculty member and attempt to resolve the dispute.

Outcome _____

If both the student and the faculty member agree to the solution proposed by the chair, the outcome of whatever process is adopted by the parties will be binding and the matter cannot be appealed further.

☐ Change of Grade form submitted Date _____

☐ Student advised to initiate dispute with Undergraduate Grade Dispute Committee Date _____

If the faculty member and student cannot agree to a solution, the chair may, at either party's request,

1. Forward the dispute to the College Grade Dispute Committee
2. The written documents produced by the student and the faculty member shall be forwarded to the committee, along with a statement by the chair describing his or her attempted mediation and its outcome.

The recommendation of the College Grade Dispute Committee is sent to the University Admissions and Standards Committee, which limits its review to the determination of the following of due process. If the University Admissions and Standards Committee determines due process has been afforded, the decision of the college grade dispute committee stands and there are no further appeals within the University. If the determination is that due process has NOT been afforded, the matter will be returned to the Dean of the college in which the dispute originated with a written statement of the reasons for the Committee's determination and a recommendation that the grade dispute process be restarted at the step at which the violation of due process occurred.