

# Grade Appeal Policy

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## I. PURPOSE

The purpose of the Grade Appeal Policy is to establish a consistent procedure by which students may seek review of final grades assigned in courses at Goucher College. Grades other than final course grades may not be appealed. The policy recognizes the right and responsibility of faculty members to exercise their professional judgment in evaluating academic performance, and the right of students to have their academic performance judged in a fair and impartial manner.

## II. INSTRUCTOR

In some courses a final grade may be jointly assigned by more than one faculty member. In such cases, the term “instructor” as used in this policy refers to all faculty members who assigned the grade. Any instructor decision or action described in this policy must be by agreement among such faculty and communicated as a single response.

## III. GROUNDS FOR APPEAL

A student may appeal a final course grade only on the grounds that:

1. the grade was assigned based on a miscalculation or clerical error;
2. the grading standards for the course were not clearly articulated by the instructor, or the grade was assigned in a manner inconsistent with articulated standards;
3. the grade was assigned on some basis other than performance in the course; or
4. the grade was assigned in a manner other than that used for other students in the course.

Students should follow the [non-discrimination policy](#) if they believe that it applies to them. At all levels of review, the burden of demonstrating that a grade should be changed rests with the student.

**For undergraduate courses**, the deadline for any grade change request is twelve (12) months after the last day of the semester in which the grade was originally assigned. **For graduate courses, the deadline is three (3) months.** It is the student’s responsibility to move the process forward in order that the deadline is met.

## IV. PROCEDURE FOR APPEAL

A student who wishes to have a final course grade changed must first submit a written appeal to the course instructor. The appeal must include the reason(s) why the student believes the grade should be changed and the grade that is sought; it may also include any relevant supporting evidence (i.e., syllabus

and assignments). The instructor shall consult with the student and may consult with the center director or the program coordinator in attempting to resolve the dispute. **For graduate programs, the Program Director will assist the instructor with the appeal.** If the instructor and the student reach agreement about the grade, the instructor shall provide the new grade to the Registrar and the Associate Provost for Undergraduate Studies. If the instructor and the student are unable to reach agreement about the grade, the instructor shall deny the appeal in writing to the student, including the reason(s) for the denial. The student may then appeal in writing to the Associate Provost for Undergraduate Studies.

The Associate Provost may consult with the student as well as the instructor **and Program Director as needed.** If the Associate Provost approves the grade change, they shall submit it to the Registrar, who will change the grade as directed. If the Associate Provost does not approve the grade change, they shall respond to the instructor and the student in writing, explaining the decision. The Associate Provost may use their discretion to alert the center or program director about the appeal and the outcome of the appeal. Appeals beyond the Associate Provost will **ONLY** be considered by the Provost if the student can provide a reasonable basis to show that the procedure described in this policy was not followed.