

GOUCHER COLLEGE GRADE APPEAL POLICY

Approved by the Academic Policies Committee

October 26, 2007

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 undergraduate 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.

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 member 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.

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;
4. the grade was assigned in a manner other than that used for other students in the course.

At all levels of review, the burden of demonstrating that a grade should be changed rests with the student.

The deadline for any grade change is 12 months past the semester in which the grade was originally assigned. It is the student’s responsibility to move the process forward in order that this deadline is met.

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 the student believes is appropriate. The instructor shall consult with the student in

attempting to resolve the dispute. If the instructor and the student reach agreement about the grade, the instructor shall provide the student's written appeal to the Associate Provost for Undergraduate Studies, with a letter from the instructor that names the course, gives the assigned grade and the new grade, and explains the reason for the change. The Associate Provost may consult with the student and the instructor, as needed. If the Associate Provost approves the grade change, he or she shall sign the instructor's letter and submit it to the Registrar, who will change the grade as directed. If the Associate Provost does not approve the grade change, he or she shall respond to the instructor and the student in writing, explaining the decision.

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 chair of the department in which the course was taught. The appeal must include the written appeal submitted to the instructor and the instructor's written response, as well as any additional relevant information or evidence that the student believes is appropriate. The department chair may consult with the student and the instructor, as needed. If the chair and the student reach agreement about the grade, the chair shall provide the student's written appeal to the Associate Provost for Undergraduate Studies, with a letter from the chair that names the course, gives the assigned grade and the new grade, and explains the reason for the change. The Associate Provost may consult with the student, the instructor, and the chair, as needed. If the Associate Provost approves the grade change, he or she shall sign the chair's letter and submit it to the Registrar, who will change the grade as directed. If the Associate Provost does not approve the grade change, he or she shall respond to the chair, the instructor, and the student in writing, explaining the decision.

If the chair and the student are unable to reach agreement about the grade, the chair 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 appeal must include all materials submitted to the chair and the chair's response, as well as any additional relevant information or evidence that the student believes is appropriate. The Associate Provost may consult with the student, the instructor, and the chair, as needed. If the Associate Provost and the student reach agreement about the grade, the Associate Provost shall write a letter to the Registrar that names the course, gives the assigned grade and the new grade, and explains the reason for the change. The Registrar will change the grade as directed. If the Associate Provost and the student are unable to reach agreement about the grade, the Associate Provost shall deny the appeal in writing to the student, including the reason(s) for the denial. Copies of the denial shall be provided to the chair and the instructor.

In all grade appeals, the decision of the Associate Provost for Undergraduate Studies is final. Appeals beyond the Associate Provost will be considered by the Provost only if the student can provide a reasonable basis to show that the procedure described in this policy was not followed.