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TO: Dr. Clara Krug, Chair, Senate Executive Committee
FROM: Brooks A. Keel, Ph.D., President 
DATE: December 1, 2011
SUBJECT: **November 16, 2011, Faculty Senate Recommendation:
Student Grade Appeal**

Following review of the recommendation adopted by the Faculty Senate at the November 16, 2011, Faculty Senate meeting, as provided in your memo of November 17, 2011, I have approved the motion below presented to the Senate by Rob Yarbrough.

MOTION

The Academic Standards Committee moves that the Faculty Senate adopt the revised Student Grade Appeal (aka Petition to Review/Change a Grade) Policy below. This revised policy would replace the current language found in section 318 of the Georgia Southern University Faculty Handbook and the "Petition to Review/Change a Grade" entry in the General Academic Information section of the Undergraduate and Graduate Catalog.

Student Grade Appeal

The evaluation of the quality of a student's performance is the prerogative of the instructor. Nothing stated below is intended to place a limitation on this prerogative and the instructor will be involved in the review at each stage in the appeal process. All grade appeals should be viewed as confidential matters between the student, the instructor, and the appropriate administrators.

If a student does not understand the reason for a grade, it is the student's responsibility to consult the instructor of the course about the grade. If after such consultation the student does not agree with the basis on which the grade was assigned, the student may initiate an appeal according to the procedures given below. The burden of proof will rest with the student. There are four stages of appeal available to a student and they must be followed sequentially. **This policy applies to Fall, Spring and Summer semesters.**

Stages Two through Four must be completed **during by the end of the term Fall or Spring semester** immediately following the **term semester** in which the grade was assigned unless an extension is authorized by the Provost. At the completion of each stage of the appeal, the student is to be notified of the decision in writing.

Procedures

Stage One: An appeal must be initiated **no later than within** fourteen working days after the first day **of class** of the **term semester** which immediately follows the **term semester** for which the grade was **is** awarded. The student should petition the instructor in writing, giving salient reasons for the grade appeal. The student should retain a copy of the written appeal for personal records.

Stage Two: If the student is not satisfied after the review by the instructor, the student **may should** consult the department chair and submit a copy of the written appeal. The department chair will attempt to

resolve the grade appeal. The chair will meet with the instructor and may consult with other persons who have relevant information.

Stage Three: If all efforts to resolve the grade appeal at the departmental level are unsuccessful, the student may submit the written appeal to the dean of the appropriate college. The dean will examine the appeal and other pertinent materials submitted by the student. The dean will meet with the instructor and may also request from the instructor materials deemed relevant. In an attempt to resolve the grade appeal, the dean may interview the student ~~instructor~~ and others who may have pertinent information. If the dean determines the need for a review committee to examine the issue, the committee shall consist of:

- One faculty member from the department
- One faculty member from the college, but not from the department of the instructor
- One faculty member from another college
- Ex Officio: A staff member from Student Affairs and Enrollment Management recommended by the Vice President for Student Affairs and Enrollment Management

The committee, if appointed, will advise the dean regarding the grade under appeal. Whether the dean chooses to appoint a committee or not, the dean will render a final decision on the grade appeal at the college level.

Stage Four: If all efforts to resolve the grade appeal at the college level are unsuccessful, the student may submit the written appeal to the Provost. The Provost will examine the appeal and other pertinent materials submitted by the student. The Provost will meet with the instructor and also may request materials deemed relevant. In an attempt to resolve the grade appeal, the Provost may interview the student ~~instructor~~ and others who may have pertinent information.

If a committee was constituted at the college level, the Provost will review the process, the committee findings, and the decision of the dean and render a final University decision. If a committee was not appointed at the college level, the Provost has the option of appointing a review committee which will conform to the composition described in Stage Three. The committee, if appointed, will advise the Provost regarding the grade under appeal. Whether the Provost chooses to appoint a committee or not, the Provost will render a final University decision.

RATIONALE

At the request of Associate Provost Dr. Kathy Albertson, the Academic Standards Committee reviewed the existing Student Grade Appeal Policy. Associate Provost Albertson asked the committee to suggest alterations to the current policy that would address the prevalence of students taking classes during the summer and the confusion that has arisen about when a grade appeal can and must be initiated. The intention of the Academic Standards Committee was to address these issues while recognizing that a significant proportion of the faculty is employed on nine month contracts, which might inhibit the completion of Stage One of the appeal process during the summer semester. The committee intends for the revised policy to enable students to begin the grade appeal process within a reasonable timeframe, while allowing for the possibility that a faculty member may not be available during the summer and as such would have the opportunity to attend to such a grade appeal during the subsequent fall semester.

gm

c: Dr. Ted Moore
Dr. Kathy Albertson
Ms. Candace Griffith
Dr. Teresa Thompson
Dr. Rob Yarbrough