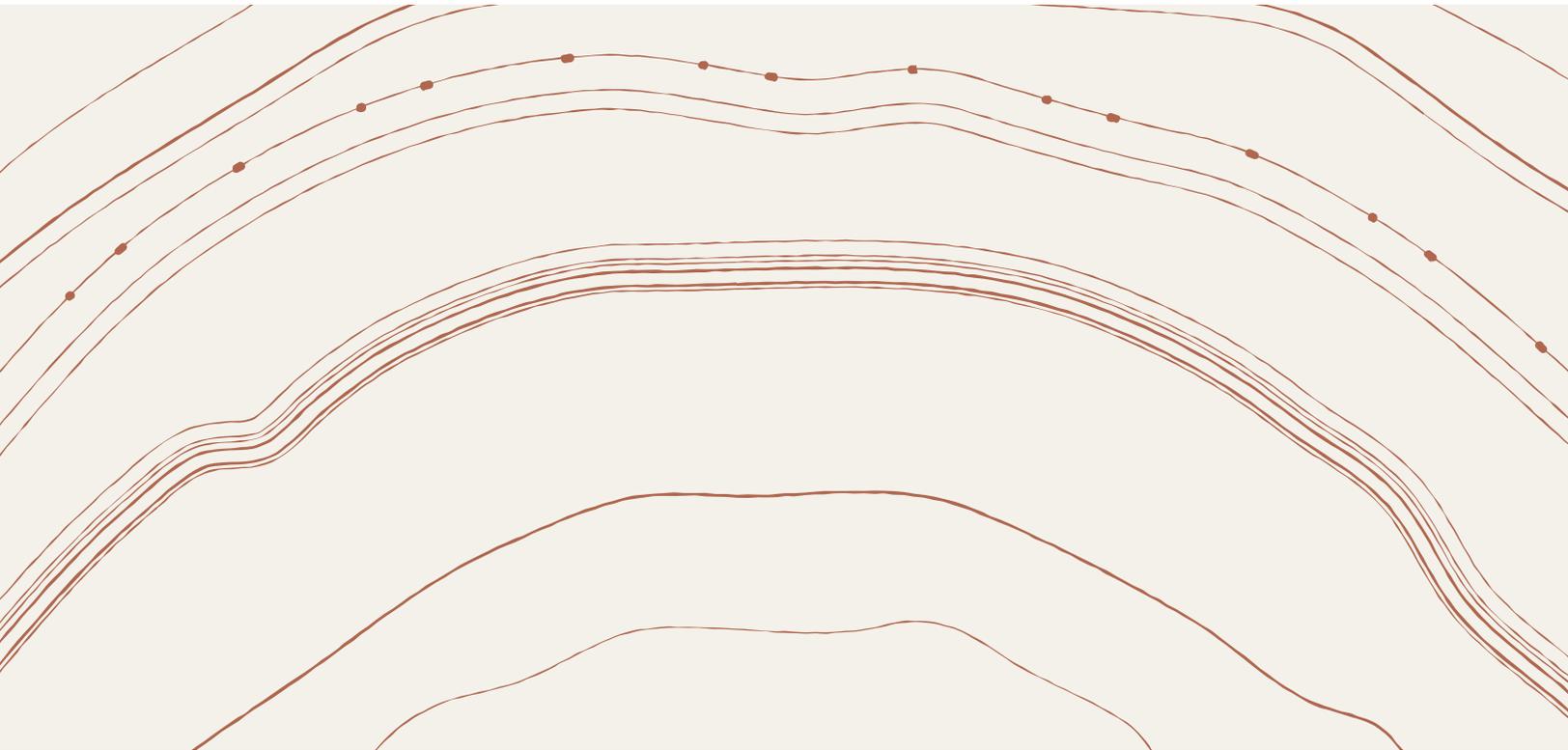


**College of Public Health**

*Academic Affairs*

# Appeals Procedures and Grade Grievance 2020



Updated March 2020

## *Introduction*

Grade appeals are a student-initiated process. The responsibility to keep the appeal process moving forward is primarily the student's responsibility. Only a *final course grade* may be appealed, and the appeal of a final grade must be of a substantive nature. Concerns regarding individual assignments such as examinations, term projects/papers, and lab grades are to be handled between the course instructor (or course coordinator) and the student in real-time during the semester.

To initiate the grade appeal process, the student must create a written statement which must contain material to support the student's contention of inappropriate grade assignment. This statement must identify the specific outcome the appellant wishes to effect, with evidence to support the desired outcome. The student must initiate an appeal *within 5 days of the end of the semester in which the grade in question was issued*.

Following review of an appeal, any of the following actions may be recommended:

- the grade may be supported,
- the faculty member review and/or re-calculate the grade in question, or
- the student's standing in the department may be reconsidered by the department.

## *Procedures*

The responsibility to keep the appeal process moving forward is primarily the student's responsibility. It is understood that the time frame stated within these procedures must be adhered to and that in case of pending graduation this procedure would be made more expedient through mutual cooperation of all parties involved.

The following interpretations are used:

- "Working days" refers to the regular work week; it does not include weekends or any holidays recognized by Temple University.
- "Interested parties" refers to the faculty member assigning the grade and the student appealing the grade.

In the event that the interested faculty member in an appeal is administratively involved (a department chair or dean) in any of the following steps, the next highest university authority shall designate an appropriate faculty member to carry out the responsibilities of that step.

#### *Step 1.*

To appeal a final grade, the student must make an appointment and meet with the faculty member(s) assigning the grade *within 5 days of the end of the semester in which the grade in question was issued*. During this meeting, the student should state the evidence and reasons for student's perception of an unfair grade assignment. The instructor will review the matter, explain the grading procedure used and show how the grade in question was determined. The faculty member is to tell the student of his or her decision, either in oral or written form, *in three working days*. If a student fails to meet at the arranged time, without good cause, the appeal will be determined against the student. Failure of the faculty member to meet at the appointed time will automatically take the procedure to Step 2.

#### *Step 2.*

If the grading dispute is not resolved, or the faculty member fails to comply with the responsibilities of Step 1, the student may appeal to the departmental chair. This appeal must be in writing and contain the information described in the introduction. The appeal must be made *within three working days* of receipt of faculty member's decision or faculty member's failure to comply with Step 1.

A meeting with the chair must then be set up. The chair may request that the faculty member assigning the grade be present. Failure of the student to appear at this meeting without good cause will terminate the appeal in favor of the existing grade. The chair will attempt to mediate a resolution to the dispute at this level, through either separate or joint meetings with the student and faculty member involved. The chair may or may not make a recommendation; however, it is not within the purview of the chair to change a grade assigned by a faculty member. The process is to be completed *within five working days* of receipt of the Step 2 written appeal.

#### *Step 3.*

If the dispute is not resolved in Step 2, the student may appeal in writing to the appropriate departmental appeals committee *within three working days*. If the department does not have such a committee, the appeal goes directly to Step 4.

#### *Step 4.*

If the matter is still unresolved, the student may appeal in writing *within three working days of the conclusion of the previous step* to the dean, who will review the case. In most instances, the appeal procedure will not go beyond this level. Failure of the student to appear without good cause at such meeting will terminate the appeal in favor of the existing grade. The Dean will attempt to mediate a resolution to the grading dispute. It is not within the purview of the Dean to change a grade assigned by a faculty member. The dean may or may not make a recommendation at this level. If a recommendation is made, it is to be conveyed to all interested parties *within two working days of the meeting between dean and student*. It may be in either written or oral form. The dean may refer the case to the CPH Student Appeals and Grievance Committee for a formal review of the case. Such a referral is considered as Step 5.

The CPH Student Appeals and Grievance Committee will meet within five working days of the referral from the Dean. If greater flexibility in time is required, interested parties must be notified in advance by the Chair of the CPH Student Appeals and Grievance Committee. The CPH Student Appeals and Grievance Committee may conduct a hearing as deemed necessary. In this event, the committee will ordinarily meet separately with the student and with the instructor(s) in an attempt to resolve the differences. The CPH Student Appeals and Grievance Committee may tape the hearing with the consent of the parties involved. The student and the instructor should retain copies of any material which they have submitted to the CPH Student Appeals and Grievance Committee.

The student and faculty member may have assistance (excluding attorneys) present at the hearing. Each of the parties should be prepared to present clear, concise, complete information to the CPH Student Appeals and Grievance Committee. And be prepared to answer questions from the CPH Student Appeals and Grievance Committee members. Neither the student nor the faculty member will be present during the ensuing deliberations of the committee. All deliberations of the CPH Student Appeals and Grievance Committee will be strictly confidential. At the conclusion of the hearing, the CPH Student Appeals and Grievance Committee shall *within five working days*, send to the Dean a written report containing a summary of the issues, key deliberations, recommendations and vote count.

#### *Step 6.*

The dean shall review the recommendations and forward copies of the final decision to the student, instructor, department chair, and the CPH Student Appeals and Grievance Committee. Final action in the case shall be taken by the dean after full consideration of the CPH Student Appeals and Grievance Committee recommendation. The final determination will be issued within five working days whenever possible. The dean will have the authority to take action as is deemed necessary in the case and will inform the student, instructor, and departmental chair of the action taken and the rationale.

#### *Step 7.*

Any appeal beyond Step 6 must be to the university provost, must be in writing, and must be submitted to the provost *within five working days* of notification of the dean's action.

## Academic Appeals to the Graduate Board

Title IX of the Educational Amendments Act requires that each college or university establish due procedures for the resolution of grievances. A student should consult her/his School/College for information about filing grievances.

A graduate student must follow all CPH and departmental policies and procedures governing grade appeals and appeals for all other academic matters. The Graduate Board and Graduate School have authority over reinstatement after academic or administrative dismissal. A student must file a petition with the Graduate School to initiate an appeal to either body for reinstatement. Forms may be found at

[www.temple.edu/grad/forms/](http://www.temple.edu/grad/forms/)