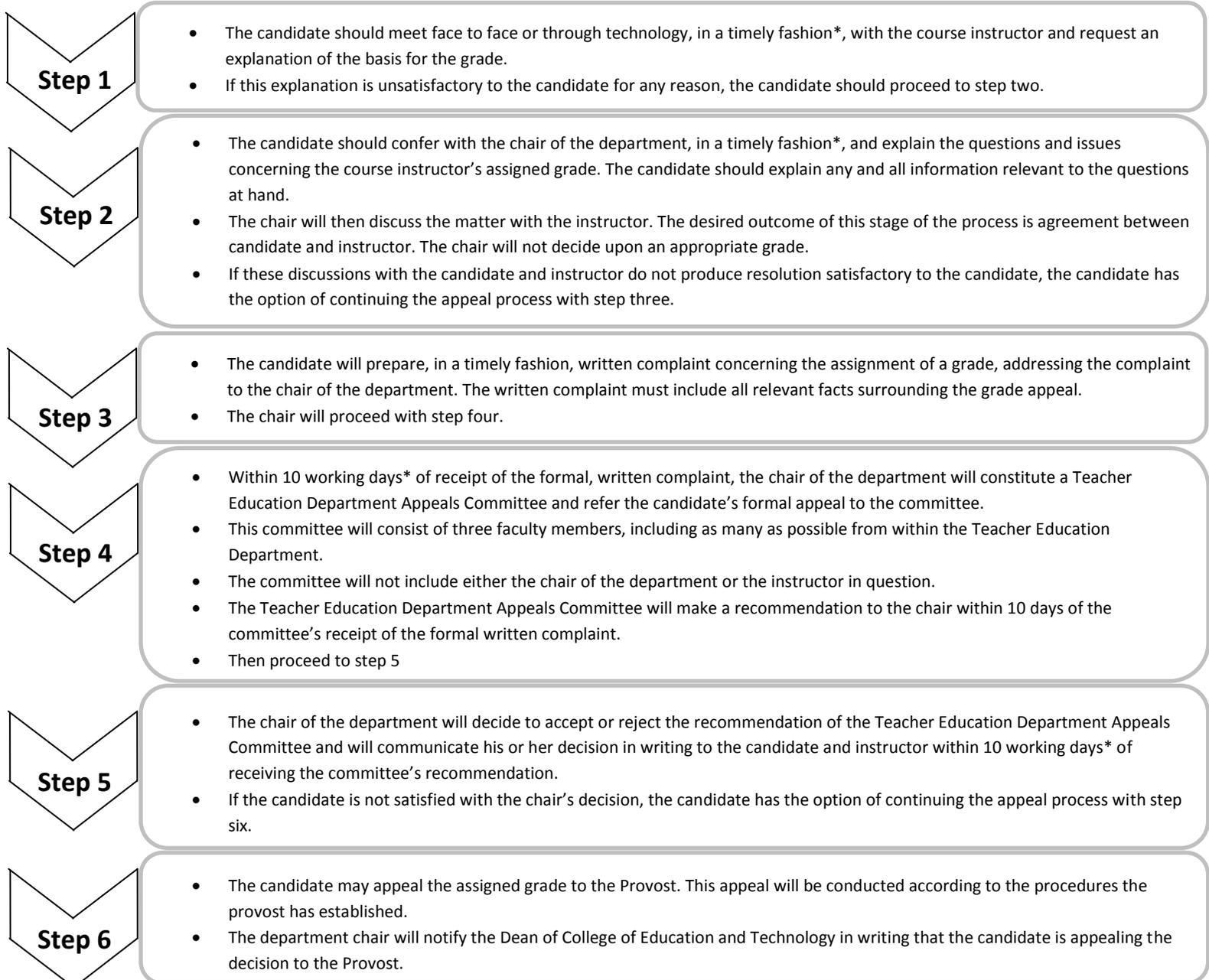


Undergraduate Candidate Grade Appeals Process and Procedures

All candidates in Teacher Education classes have the right to question assigned grades in the department. Candidates should carefully examine their own work and other related factors of performance, such as class attendance, before pursuing an appeal. However, if a candidate believes assigned grades are the result of an instructor error, discrimination, or other unfair, arbitrary or capricious practices, they may question the basis upon which the grades were awarded. If such an appeal is made, the department will proceed in the following steps. (Note: If the candidate is appealing a grade assigned by the chair of the department, then the tasks to the chair in each of the following steps will be assumed by the Dean of the College of Education and Technology.)



***Note:** For purposes of the policy, “timely” depends upon what is reasonable under the circumstances. Candidates are encouraged to begin with 1 or 2 working days of receipt of the disputed grade. In all cases, however, candidates bringing the grievance must initiate step 1 within 20 days of official reporting of the first grade in the class. For purposes of this policy “working days” means regularly scheduled working days at FHSU excluding official holidays or emergency campus closures.