

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.)

Step 1

- The candidate should meet face to face or through technology, in a timely fashion*, with the course instructor and request an explanation of the basis for the grade.
- If this explanation is unsatisfactory to the candidate for any reason, the candidate should proceed to step two.

Step 2

- The candidate should confer with the chair of the department, in a timely fashion*, and explain the questions and issues concerning the course instructor's assigned grade. The candidate should explain any and all information relevant to the questions at hand.
- The chair will then discuss the matter with the instructor. The desired outcome of this stage of the process is agreement between candidate and instructor. The chair will not decide upon an appropriate grade.
- If these discussions with the candidate and instructor do not produce resolution satisfactory to the candidate, the candidate has the option of continuing the appeal process with step three.

Step 3

- The candidate will prepare, in a timely fashion, written complaint concerning the assignment of a grade, addressing the complaint to the chair of the department. The written complaint must include all relevant facts surrounding the grade appeal.
- The chair will proceed with step four.

Step 4

- Within 10 working days* of receipt of the formal, written complaint, the chair of the department will constitute a Teacher Education Department Appeals Committee and refer the candidate's formal appeal to the committee.
- This committee will consist of three faculty members, including as many as possible from within the Teacher Education Department.
- The committee will not include either the chair of the department or the instructor in question.
- The Teacher Education Department Appeals Committee will make a recommendation to the chair within 10 days of the committee's receipt of the formal written complaint.
- Then proceed to step 5

Step 5

- The chair of the department will decide to accept or reject the recommendation of the Teacher Education Department Appeals Committee and will communicate his or her decision in writing to the candidate and instructor within 10 working days* of receiving the committee's recommendation.
- If the candidate is not satisfied with the chair's decision, the candidate has the option of continuing the appeal process with step six.

Step 6

- The candidate may appeal the assigned grade to the Provost. This appeal will be conducted according to the procedures the provost has established.
- The department chair will notify the Dean of College of Education and Technology in writing that the candidate is appealing the decision to the Provost.

***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.