Modern Languages Department

Grade Appeal Policy and Procedures for Modern Languages Department

Initial, Informal Appeal

When a student feels that a final course grade assigned in a Modern Languages (MLNG) class is the result of arbitrarily or capriciously applied standards or procedures, he or she should initially avail himself or herself of FHSU’s well-established tradition of informal grade appeal, following the procedures described below.

1. The student should initially meet with the faculty member who taught the course, requesting an explanation of the basis for the grade and also justifying the appeal.
2. If the student is not satisfied with the resolution of the meeting with the faculty member, he or she should meet with the Chair of the Modern Languages Department.
3. If the student is not satisfied with the resolution of the meeting with the chair, he or she should subsequently informally appeal to the Dean of the College of Arts, Humanities and Social Sciences.

Formal Appeal

If the grade is still disputed after the informal appeal has been conducted, the student should initiate a formal grade appeal, following the procedures described below.

1. Within three weeks of the beginning of the semester following the disputed grade, the student should submit a written statement of fact regarding the disputed grade to the Chair of the Modern Languages Department.
2. The chair will appoint a Modern Languages Department Appeals Committee, consisting of at least three faculty members. The committee will ascertain whether course standards or procedures were properly established, enacted, and carried out. To this end, the committee will review the student’s written statement, examine any relevant course materials, and if desired, hear from the involved parties. Within 3 weeks of appointment, the committee will submit a written recommendation to the chair.
3. The chair will decide whether to accept the committee’s recommendation. Not more than one week after the committee submits its recommendation, the chair will give a written decision to the student and to the faculty member. A copy of the chair’s decision will also be submitted to the Dean of the College of Arts, Humanities and Social Sciences.
4. If the student is not satisfied, the student can continue the formal appeal at the university level by submitting a written statement of appeal to the provost. The university-level appeal will be conducted in accordance with the policy and procedures described in chapter 7 of the FHSU Faculty and Unclassified Staff Handbook.