

## **Fort Hays State University Department of Leadership Studies Grade Appeals Policy for Undergraduate Courses**

All students in Leadership Studies (LDRS) classes have the right to question assigned grades in the department. Students should carefully examine their own work and other related factors of performance, such as class attendance, before pursuing an appeal. However, if a student believes assigned grades are the result of an instructor error, discrimination, or other unfair practices, they should most certainly question the basis upon which the grades were awarded. If such an appeal is made, the Department of Leadership Studies will proceed with the following steps.

STEP 1. The student should schedule a meeting with the course instructor, either in person or per scheduled phone conference, and request an explanation of the basis for the grade. If this explanation is unsatisfactory to the student for any reason, the student should proceed to step two. It is assumed that where simple clerical errors or errors in computation have occurred, informal consultation with the instructor will resolve any disagreement.

STEP 2. The student should meet with the chair\* of the department and explain the questions and issues concerning the course instructor's assigned grade. The student 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 student and instructor. The chair\* will not decide upon an appropriate grade at this point. If these discussions with the student and instructor do not produce a resolution satisfactory to the student, the student has the option of continuing the appeal process with step three.

STEP 3. The student will prepare a formal, written complaint concerning the assignment of a grade, addressing the complaint to the chair\* of the department. The chair\* will proceed with step four.

STEP 4. The chair\* of the department will constitute a Department of Leadership Studies Appeals Committee and refer the student's formal appeal to the committee. This committee will consist of three faculty members, including as many as possible from within the Department of Leadership Studies. The committee will include neither the chair\* of the department nor the instructor in question. The Department of Leadership Studies Appeals Committee will make a recommendation to the chair\*.

STEP 5. The chair\* of the department will decide to accept or reject the recommendation of the Department of Leadership Studies Appeals Committee and will communicate his or her decision in writing to the student and instructor within one week of receiving the committee's recommendation. If the student is not satisfied with the instructor's response to the chair's\* decision, the student then has the option of continuing the appeal process with step six.

STEP 6. The student 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 the College of Arts, Humanities, and Social Sciences in writing that the student is appealing the decision to the Provost.

\*If the student is appealing a grade assigned by the chair of the department, then the tasks assigned to the chair in each of the above steps will be assumed by the Dean of the College of Arts, Humanities, and Social Sciences.

*Accepted by Department of Leadership Studies Faculty on 2/25/13; Accepted by Dean of the College of Arts, Humanities and Social Sciences on 6/17/13.*