Modern Languages Department

Grade Appeal Policy and Procedures for Modern Languages Department

Initial, Informal Appeal

There is a long-established tradition of informal grade appeal at FHSU. Students are strongly encouraged to initially discuss a disputed grade with the instructor(s) responsible for determination and assignment of the grade. It is assumed that informal student-instructor interaction at this level will correct any errors in recording or arithmetical computation and provide the setting for a resolution of any disagreement between a student and instructor(s) involving evaluation and credit for work completed. If this level of interaction, however, fails to result in a satisfactory agreement regarding the assigned grade, it is the policy of FHSU to provide an informal appeal to the department chairperson and dean plus the opportunity for a formal appeal process.

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.