

Rules for Grade Appeals

1. A student who objects to a grade must discuss the matter first with the grader, making a reasonable attempt at contact within fourteen days of the Registrar's deadline for posting grades.
2. After a grade has been delivered to the Registrar, a grader who discovers mathematical or clerical error may request the assistance of the Associate Dean for Academic Affairs in correcting a grade record, but a grader must obtain the faculty's approval for any correction prompted by reconsideration of the merits of a student's answers.
3. If the grader cannot satisfy the student within fourteen days of first contact (or longer when the student and grader agree to talk longer), the student must take the matter to the Associate Dean for Academic Affairs. The Associate Dean should attempt a resolution agreeable to both student and grader.
4. If the matter cannot be resolved in a manner agreeable to both parties, the student may appeal to the faculty for relief. The appeal must be in writing and include a statement of the case sufficient to warrant relief. The appeal should be delivered to the Secretary of the Faculty. The Secretary shall provide a copy promptly to the grader.
5. At the next faculty meeting, after review of the student's written appeal, the faculty may refuse to consider it further. Otherwise, on the motion by the Secretary, a committee of three should be elected to consider the appeal, investigate further, and make recommendation to the faculty.
6. The grader may respond in writing to the student's appeal. That response should be directed to the Secretary. In turn, the student may reply in writing and has fourteen days from receipt to do so.
7. When the student and the grader disagree about a material fact, each may offer proof in such form as the committee finds useful, subject to applicable law and generally accepted notions of procedural fairness.
8. Each party is entitled to a meeting in person with the committee, but must request it in writing. The opposing party is entitled to timely notice of that meeting and an opportunity to be heard.
9. The committee must make an adequate record of any meeting in person with the student or the grader and share the record promptly with both. That record need not be verbatim.
10. Subject to the will of the majority of the committee, the chair will conduct any meeting and rule on procedural and evidentiary issues necessary for the success of that meeting.

11. The committee may decide when the time for further comment from either student or grader is over. The chair shall promptly inform both student and grader when the committee has ruled that the time for further comment has ended.
12. The committee may allow others to participate on its terms, but need not.
13. Within thirty days of when the time for further comment has ended, the committee shall deliver its report in writing to the Secretary of the Faculty, who should provide copies promptly to the student and the grader. Each may respond in writing and has fourteen days from receipt to do so. The Secretary will transmit the committee's report, and any comments from the student or the grader, to the full faculty, and offer the matter for the agenda of the next faculty meeting.
14. The faculty may then take such action as it finds appropriate.
15. What the faculty describes shall be reported promptly to the student and the grader by the Secretary.

[As adopted by the Student Affairs Committee on October 1, 2008.]