



**ILLINOIS STATE
UNIVERSITY**
Illinois' first public university

**Vice President
Provost of the University**

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FINAL COURSE GRADE CHALLENGE PROCEDURE

1. If after discussion with the faculty member the student believes, in good faith, that the grade is arbitrary or capricious, or if there is an inability to reach the faculty member, the student may challenge the grade by sending a letter to the department chair no later than **10** business days after the start of the academic semester following the semester for which the grade was awarded. This letter must (a) identify the course, program, semester, and faculty member that awarded the grade; (b) state the basis of the challenge, including all facts relevant to the challenge and the reasons the student believes the grade is arbitrary or capricious; (c) indicate the date(s) the student consulted with the faculty member regarding his or her concern(s) and summarize the outcome of those discussion(s); and (d) attach any supporting documentation the student believes should be considered in the challenge, including the syllabus.
2. Upon receiving a written challenge to a final course grade, the chair shall forward a copy of the challenge to the faculty member who assigned the grade. The faculty member then has **10** business days from receipt of the challenge to provide a written response. The student will receive a copy of the faculty member's response; however, any information that would violate the privacy rights of other individuals will not be released to the student.
3. The chair will review the submissions and, if necessary, investigate to determine if the grade was arbitrary or capricious based on the definition outlined in this policy. A written decision will be issued to both parties within **10** business days.
4. Both parties have a right to appeal the chair's decision by filing a written appeal within **5** business days to the Office of the Provost in writing. The written appeal should state the basis for the appeal and attach all relevant written documentation.
5. The Provost shall have a standing committee designated as The Final Course Grade Committee which consists of five members (Three faculty members and two students) appointed by the Provost (or designee). The students would be

recommended to the Provost by the SGA. Care shall be taken that no member of the committee know either party in the complaint. The Final Course Grade Committee will review the submissions and may, at the Committee's discretion, decide to hear statements from the parties. Following deliberations, the Committee will issue a recommendation to the Provost (or designee) indicating: 1) whether the Committee finds the grade to be arbitrary or capricious and 2) the Committee's recommendations for the disposition of the appeal. The Committee recommendation will be issued within 5 business days of the Committee's decision.

6. The Provost (or designee) will review the Committee recommendation and render a final decision in writing to the student, the faculty member, and the chair within **5** business days of receipt of the Committee recommendation. The Provost's decision shall be final without further appeal.

To challenge a final course grade, please complete the following form and submit it to the Department Chair or School Director within 10 business days of the beginning of the academic semester following the end of the semester in which you took the course

Note: If you have filed a challenge related to your grade challenge in another forum (e.g. plagiarism case in Community Rights or Responsibilities) this challenge may not be processed until that process is complete but it still must be submitted within the timelines.