

Final Course Grade Challenge Chair/Director Review Rubric

A student may challenge a final course grade if the student has discussed the concern with the faculty member and can demonstrate that the grade was awarded in an arbitrary or capricious manner. Arbitrary or capricious are defined as follows: (a) the assignment of a final course grade was made on a basis other than the student's academic performance in the course, (b) the assignment of a final course grade was based on standards that differ unreasonably from the standards applied to other students in the course, or (c) the assignment of a final course grade in a manner that substantially or unreasonably departed from the instructor's articulated standards.

The following rubric may be used to evaluate course grade challenges.

Student Name: _____

Course Name and Number _____ **Department/School/Program:** _____

Semester: **Fall** **Spring** **Summer** **20__**

Instructor: _____ **Grade Assigned:** _____

1. **Did the student meet the deadline to file the grade challenge within the first 10 business days of the semester following the semester in which s/he took the course?**

YES NO

Comments:

2. **Did the student's written submission and documentation support a claim that the grade assigned was arbitrary or capricious as defined above?**

YES NO

Comments:

3. **Did the faculty member provide a written response within 10 business days of notification of the grade challenge?**

YES NO

Comments:

4. **Briefly summarize the results of any further investigation you undertook to determine if the grade was arbitrarily or capriciously.**

Submit a written decision to the student within 10 business days of receipt of materials from the faculty member (or, if no materials are received from the faculty member, within 20 business days of receipt of materials from the student). A copy of the memo notifying the student of your decision should be made available to the faculty member. The following template is recommended.

Suggested Template for Memo

No Change

To: Student Name
From: Your Name, Chair/Director
Re: Grade Appeal (Course Name & Number, Semester, Year)
Date:

I have reviewed the documentation you submitted in support of your grade challenge as well as the instructor's written response to your challenge. After carefully considering the arguments of both parties, I have decided that your grade will remain as assigned by the instructor. You have the right to appeal this decision to the Office of the Provost.

Cc: Instructor
Dean of your college
Associate Provost

Change Grade

To: Student Name
From: Your Name, Chair/Director
Re: Grade Appeal (Course Name & Number, Semester, Year)
Date:

I have reviewed the documentation you submitted in support of your grade challenge as well as the instructor's written response to your challenge. After carefully considering arguments of both parties, my decision is that your grade should be changed and I will ask the instructor to change the grade. The instructor has the right to appeal this decision to the Office of the Provost.

Cc: Instructor
Dean of your college
Associate Provost