



FINAL COURSE GRADE CHALLENGE PROCEDURE

1. A student may only challenge a final course grade if the student has discussed the concern with the primary instructor of record and can demonstrate that the grade was awarded in an arbitrary or capricious manner. For purposes of this policy, arbitrary or capricious means:
 - 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,
 - c. the assignment of a final course grade was made in a manner that substantially or unreasonably departed from the instructor's articulated standards.

This policy applies only to final course grades and does not apply to coursework, mid-terms, qualifying and comprehensive examinations, defense of theses or dissertations, or other grades awarded during a semester.

2. If after discussion with the faculty member the student believes, in good faith, that the grade is arbitrary or capricious, or there is an inability to reach the faculty member, the student may challenge the grade by either completing the [Final Course Grade Challenge – Initial Appeal to Department/School form](#) or by submitting a request in writing to the department chair/school director/Dean of the Mennonite College of Nursing (when applicable). If the student chooses not to use the Initial Appeal form, the written appeal must contain the following information:
 - 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 reason(s) the student believes the grade is arbitrary or capricious
 - c. indicate the date(s) the student consulted with the faculty member regarding their concern(s) and summarize the outcome of the discussion(s)
 - d. any supporting documentation the student believes should be considered in the challenge, including the syllabus.

Appeals must be submitted by the following deadlines:

- No later than ten (10) business days after the start of the academic semester following the semester which the grade was awarded.
- Winter semester grades must be appealed within ten (10) business days after the beginning of the Spring semester.
- First-half (8 week) grades must be submitted within ten (10) business days after the grade was awarded.

3. Upon receiving a written challenge or the Initial Appeal to Department/School form, the department chair/school director or the Dean of the Mennonite College of Nursing (where applicable) will issue a written decision to both the student and faculty member within ten (10) business days.



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4. Both parties have the right to appeal the department chair's/school director's or the Dean of Mennonite College of Nursing's (when applicable) decision by submitting either a written appeal or the [Appeal to the Provost form](#) within five (5) business days to the Office of the Provost. The appeal should state the basis for the appeal and include 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 Committee will review all pertinent material and will issue a recommendation to the Provost (or designee) within five (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 department chair/school director or the Dean of Mennonite College of Nursing (when applicable). The Provost's decision shall be final without further appeal.

Note: This policy supersedes any provisions in the Code of Student Conduct.