

## Final Course Grade Appeals

### Grade Appeal Procedures (Procedure for Graduate and Undergraduate Students)

Students and faculty members should try to resolve grade problems informally. If no satisfactory solution is reached, the student has 30 Winthrop business days from the issuance of a grade report in which to initiate a formal written grade appeal to the appropriate department chair. After that time, it is assumed the grade report is correct; and it becomes a part of the student's permanent record. The department chair will address the case in writing. The student may appeal the chair's decision to the dean in writing. The dean will provide a decision in writing to the student within 30 Winthrop business days of receiving the appeal.

### University-level/ Academic Conduct Committee

If the student feels that resolution of the appeal was not successful, the dean will then refer the case to the Academic Conduct Committee for a hearing within 10 Winthrop business days. The Academic Conduct Committee has jurisdiction in two kinds of cases:

(1) a case in which a student has accused a faculty member of violating stated course grading policies.

(2) a case in which a student has reason to believe that an error has been made in computing or recording his or her grade for a particular assignment or for the course. The committee will not hear cases in which a student simply feels that he or she has received unfair treatment.

*Powers* : The committee will be limited to recommending that a given grade remain unchanged, be changed to a different grade or be changed to a zero (for a particular assignment). The recommendation will be based on a majority decision of the five voting members. Copies of the recommendation will be forwarded to the student(s), department chair and academic dean. Protecting the anonymity of the parties involved, the committee will submit reports to Academic Council or to the Graduate Council; these reports will be forwarded upon request to Faculty Conference and to the Council of Student Leaders. Records of all committee hearings and actions will be kept for no more than one year.

*Membership*: Membership of the Committee on Academic Conduct consists of a non-voting chair to be appointed by the chief academic officer of the University and five voting members—two faculty members elected by the faculty, two upper class and/or graduate students appointed by the Council of Student Leaders, and one faculty member appointed by the chair or dean of the department or college in which an academic conduct case originates. The committee chair will serve for one year. One faculty member will be elected for a two-year term; the other faculty member will be elected for a one-year term. The students will be appointed to one- year terms. Each subsequent year one new faculty member will be elected to a two-year term. The faculty member appointed by the chair or dean of the department or college will serve only for the designated case. The chief academic officer will have such powers to appoint representatives as necessary for the summer interim.