GRADE APPEALS POLICY
Department of Management & Marketing

Overview
The grade appeals policy applies to all students enrolled at IPFW. It can be used by any student who has evidence or believes that evidence exists to show that a course grade was assigned or a similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error. The appeal begins as an informal process between the student and instructor, and if no resolution is reached, it becomes a formal process. Steps 1 and 2a below are informal whereas steps 2b and beyond are formal.

In the formal appeal, the student must support in writing (using the attached standard appeal form) the allegation that an improper grade has been assigned and must specify the remedy sought. The student should seek the assistance of the dean of students in pursuing the appeal. During an appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees; s/he may advise the student but may not speak for the student during the meetings.

Grades may be changed:
  a. At the department level, only by the instructor any time prior to the decision of the campus-level Grade Appeals Subcommittee; or
  b. At the campus level, only by a university authority upon the decision of the campus-level Grade Appeals Subcommittee.

Timing of Appeals
A formal written appeal must be initiated no later than the fourth week of the fall or spring semester immediately following the session in which the grade was assigned. A final decision at each step must be reported within 30 calendar days of the filing of an appeal at that step, provided that this deadline falls within the regular academic year (fall or spring semester). If the deadline falls during the summer, the decision must be reported within 30 calendar days of the start of the fall semester. Each successive step in the appeals procedure must be initiated within three calendar weeks of the completion of the prior step.

Steps in the Process of a Grade Appeal
1. Course Instructor Level: The student makes an appointment with the instructor to discuss the matter. The instructor will arrange to meet with the student within five (5) working days of the student’s initial request. If the instructor is unavailable, the department chair shall authorize an extension of time or allow the student to proceed to Step 2. If the chair is unavailable, the dean of the school shall authorize the extension.

2 a. Department Level: If the matter has not been resolved at Step 1, the student makes an appointment with the chair of the department, who will arrange to meet with the student within five (5) working days of the student’s request. The chair will make an attempt to resolve the appeal informally.
2 b. If the appeal is not resolved, the chair will furnish the student with the standard appeal form and direct the student procedurally in making a formal written appeal to the department Grade Appeals Committee. The student should also seek the assistance of the dean of students in pursuing the appeal. The student filing an appeal shall have the opportunity to be heard in person by the committee.
3. Campus level Grade Appeals Subcommittee: If the matter has not been resolved at Step 2, the student makes an appointment with the dean of students, who will direct the student procedurally in submitting the case to the campus-level Grade Appeals Subcommittee.

Composition of Department Grade Appeals Committee & Department Appeals Procedure

1. The Department Grade Appeals Committee will be responsible for hearing grade appeals related to courses listed or administered by the department if those appeals have not been satisfactorily resolved between the student and the instructor or by the department chair. The committee will be comprised of three (3) tenured or tenure-track faculty members, one of whom serves as committee chair. Committee members shall be elected by department faculty members and serve for a two-year term. No faculty member will serve for more than two consecutive terms. The department chair will not sit on this committee. A committee member who is the instructor involved in a grade appeal will recuse him/herself, and the department chair will appoint an alternate to sit on the committee for the duration of the appeal. Each grade appeal case shall be heard only once by the committee.

2. The student will use the standard form (furnished by the department chair) with appropriate documentary attachments (where necessary) when filing a written appeal. The department chair will immediately make copies of this available to the instructor and the department Grade Appeal Committee’s chair.

3. Within five (5) working days of the committee chair’s name being forwarded by the department chair to both parties to the appeal, the department Grade Appeal Committee chair is to receive from the instructor a written statement on his/her position regarding the grade in appeal. The committee chair will prepare and forward copies of the statements to the other committee members.

4. Within five (5) working days of the department Grade Appeal Committee chair’s receiving the written statements from the instructor (and no later than 15 working days from the date the student turned in the written appeal), the committee members will meet with the student and instructor (separately) in person to hear the appeal. Directly after that meeting, the committee will discuss the merits of the appeal.

5. Within five (5) working days of the committee’s deliberations, the committee chair will inform the department chair, the student and the instructor of the outcome in writing. The student, instructor and department chair will acknowledge receipt of this outcome by signing the standard form.

6. If the student is not satisfied with the outcome of the department Grade Appeals Committee hearing, the student may make an appointment with the dean of students, who will direct the student on how to properly submit the case to the campus-level Grade Appeals Subcommittee.

Note:

1. The foregoing timeline may be extended as deemed necessary by the department chair or (in his/her absence) the dean of the school.

2. This procedure provides the opportunity for the student to be heard in person and for the decision to be reported in writing to the student and the instructor within five (5) working days of the hearing. A copy of this policy and procedures has been given to the Vice Chancellor for Academic Affairs, the Dean of the School of Business and Management Sciences, the Dean of Students, and must be given to students upon request.
Students’ Name: ___________________________ ID # ___________ Date: __________

Telephone: ___________ Email: ___________________ Address: ____________________________

Instructor’s name: ___________________________ Course: ___________________________

Section: ____ Scheduled Class Time: ________________ Semester: ________ Year: _________

Basis for Grade Appeal. Check the appropriate box:

☐ Prejudice   ☐ Caprice   ☐ other improper condition e.g. mechanical error

Briefly describe the situation in this space (if necessary, attach supporting documentary materials).
Specify the remedy sought:

Student’s signature: ________________________________  

Department Grade Appeals Committee Decision:

Committee Chair’s Signature: ________________________________  Date: ________________

Student’s Signature: ________________________________  Date: ________________

Instructor’s Signature: ________________________________  Date: ________________

Department Chair’s Signature: ________________________________  Date: ________________