

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

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| Policy Number: 3:033 | Supersedes Policy Number: N/A |
| Date: November 13, 2009 | Dated: June 1, 2006 |
| Subject: Student Course Grade Appeal Policy | Mandatory Review Date: November 13, 2014 |
| Initiating Authority: Provost and Vice President for Academic and Student Affairs | TBR Policy/Guideline Reference: |
| Approved: | President: signature on file |

The purpose of the University’s Student Course Grade Appeal policy is to hear students’ grievances about the assignment of course grade(s) or the method(s) of evaluation. The decisions and deliberations of chairs, deans, and committees within this process shall be governed by the following overriding principle: Unless it can be clearly shown that the faculty member has assigned a grade to the student in an arbitrary manner, or unless it can be clearly shown that the grade assignment was capricious or prejudicial in some way, then the faculty member's grade assigned to the student shall stand.

Students may appeal final course grades entered in the fall semester no later than 30 calendar days after the start of the Spring semester. Students may appeal final course grades entered in the Spring, Maymester, and Summer semesters no later than 30 calendar days after the start of the Fall semester. If the deadline date falls on a weekend or holiday, then the deadline shall be the next business day. The formal, written appeal to the department chair/director must be filed by the 30-day deadline [Step 3]. The informal discussions with the instructor and chair/director [Steps 1 and 2] must be completed before Step 3.

For purposes of this policy, courses held in Fort Campbell Spring I and Spring II are considered Spring semester courses, Summer III courses are considered Summer semester courses, and Fall I and Fall II courses are considered Fall semester courses.

This policy shall not be used where the issue involves academic probation or suspension, readmission applications, harassment, disability issues, or discrimination. Please refer to the following APSU policies:

- Policy 5:003: Complaints Alleging Discrimination and/or Harassment
- Policy 5:057: Grievance Procedure for Persons with Complaints Related to the Americans with Disabilities Act 5

Steps to Filing a Formal Course Grade Appeal

1. A student who has an academic grievance concerning the final course grade or a faculty member's method(s) of evaluation must first seek informal resolution of the academic issue by discussing the matter with the faculty member.
2. If the difference cannot be satisfactorily resolved between the student and the faculty member, the student may seek informal resolution by discussing the issue with the faculty member's department chair/director.
3. If the student then chooses to file a formal course grade appeal, the student shall provide a written appeal to the department chair/director. The formal appeal must: (1) state all of the facts involved in the issue; (2) indicate specifically the reasons for the grievance; (3) identify clearly the student's proposed solution to the issue; and (4) include material that can be used to support the appeal. The department chair shall provide a written response within 5 business days of receiving the formal appeal.
4. If the grievance is not satisfactorily resolved with the department chair/director, the student may submit a written appeal to the dean of the college in which the academic department is located. If the appeal involves a graduate course, the college dean may consult with the dean of graduate studies. The college dean will provide a response within 5 business days of receiving the formal appeal. If the dean determines that there is no merit to the student's appeal, then there is no further recourse for the student. If the dean determines there is merit to the student's appeal, the dean will inform the student within 5 business days that the appeal will be forwarded to the Student Academic Grievance Committee.
5. Within the spring or fall term in which the appeal has been filed, the Student Academic Grievance Committee will conduct a hearing during which all sides of the grievance ~~are~~ will be discussed. Within 30 calendar days of the student's written appeal to the dean, the Committee will provide a majority report (to include a recommendation and rationale) concerning the student's appeal to the dean. The dean will notify the student in writing of the final decision of the student's appeal. At this point, there is no further recourse for the student.

Procedures for the Student Academic Grievance Committee

Membership: 5 faculty members, 2 students in good standing, and 1 non-voting ex officio (Associate Vice President for Student Affairs or his/her designee)

1. The student files the written appeal with the dean.
2. The dean forwards a copy of the appeal to the chair of the Student Academic Grievance Committee.

3. The Student Academic Grievance Committee chair provides the faculty member with a copy of the appeal.
4. The faculty member provides the Student Academic Grievance Committee chair with a written response.
5. The Student Academic Grievance Committee chair provides the student with a copy of the faculty member's response.
6. The Student Academic Grievance Committee is given copies of both the appeal and the response.
7. The Student Academic Grievance Committee meets to consider the appeal.
8. The student may personally present his/her grievance to the Student Academic Grievance Committee. The faculty member has the option of responding in person to the committee.
9. After deliberation, the Student Academic Grievance Committee submits a majority report, which includes the rationale for the decision, to the dean. A minority report may also be submitted. The dean will notify the student in writing of the final decision of the appeal.
10. The Student Academic Grievance Committee Chair shall send copies of the majority report to the faculty member, the department chair, the dean of the college, and the members of the committee.
11. The records of the appeals procedures and student correspondence shall be housed in the office of the dean.