

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

Policy Number: 3:033	Supersedes Policy Number: N/A
Date: <del>June 1, 2006</del> <u>TBD</u>	Dated: <del>N/A</del> <u>June 1, 2006</u>
Subject: Student <u>Course</u> Grade Appeal Policy	Mandatory Review Date: June 1, 2011
Initiating Authority: Provost <u>and Vice President for Academic and Student Affairs</u>	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 ~~an~~ the assignment of course grade(s) or the method(s) of evaluation. Students may appeal ~~Fall-final~~ course grades entered in the fall semester with their instructor within no later than one calendar year 30 calendar days ~~of~~ after the start of the Spring semester. from the date the grade was submitted to the Office of the Registrar. Students may appeal final course grades entered in the Spring, Maymester, and Summer ~~course grades~~ semesters ~~within no later than 30 calendar days~~ of 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. Once a degree has been posted to the transcript, the academic record is deemed complete, and changes will not be made on grades earned prior to the posted degree.

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: Harassment - Sexual, Racial and Other
- 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 ~~a~~ the final course grade or a faculty member’s ~~grading in a course~~ 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 ~~first~~ discussing the issue with the faculty member's department chair/director.
3. [new paragraph/step] 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 ~~source of~~ 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 ~~14~~ 5 business days of receiving the formal appeal.
4. If the ~~issue~~ grievance is not satisfactorily resolved with the department chair/director, the student may submit ~~file~~ 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 ~~14~~ 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 n-the student within 5 business days that the appeal will be forwarded to themay file a written appeal with the dean, within 5 business days, to be considered by the Student Academic Grievance Committee.
5. ~~If the grievance is not satisfactorily resolved with the college dean, the student may file a written appeal to the Provost in the Office of Academic Affairs. The faculty member, chair, and dean will have the right to explain in writing to the Provost why the student's appeal should be denied.~~
6. ~~The Provost will forward both sets of arguments to the Student Academic Grievance Review Committee, which will be composed of three academic deans (not to include the dean involved) to be appointed by the Provost. The sole purpose of the Student Academic Grievance Review Committee is to determine, based on the written evidence at hand, whether the student's appeal merits consideration by the Student Academic Grievance Committee. The Committee will provide a written recommendation to the Provost within 14 days of receiving the appeal.~~
7. ~~After reviewing the Student Academic Grievance Review Committee recommendation, the Provost will provide a written decision to the student. If the Provost determines that there is no merit to the student's appeal, then there is no further recourse for the student. If the Provost determines that there is merit to the student's appeal, the student may file an academic appeal with the Provost, within 14 days, to be considered by the Student Academic Appeals Committee.~~

5. Within the ~~current~~ 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. ~~After the hearing,~~ 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 ~~Provost dean~~. The ~~Provost- 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 ~~Appeals~~ Grievance Committee

Membership: ~~4~~ 5 faculty members, ~~1 professional or administrative staff~~, 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, ~~previously reviewed by the Student Academic Grievance Review Committee,~~ with the ~~Provost~~ dean.
2. The ~~Provost~~ dean forwards a copy of the appeal to the chair of the Student Academic ~~Appeals~~ 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 ~~Provost~~ dean. A minority report may also be submitted. The ~~Provost~~ 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 ~~recommendation~~ 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 ~~Provost~~ [dean](#).