

5-15-1978

Student Grade Appeals

The College at Brockport, College Senate

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Routing #26 77-78 7-71 Resolution # 25
1977-1978

Student Grade Appeals

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on MAY 24 1978
May 15, 1978
(Date)

RE: XX I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the fitness of)
III. Other (Notice, Request, Report, etc.)

SUBJECT: Student Grade Appeals

(See attached)

Signed: [Signature] Date Sent 5/23/78
(or the Senate)

Harold Greenstein, President, Faculty Senate

TO: THE FACULTY SENATE

FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

- a. Accepted. Effective Date 6/8/78
- b. Deferred for discussion with the Faculty Senate on _____
- c. Unacceptable for the reasons contained in the attached explanation

- II., III. a. Received and acknowledged
- b. Comment:

DISTRIBUTION: Vice Presidents: Walen, Smith, Mullin, Farris, Bunk

(7c) Others as identified: Tyler, White, Allyn, Clum
Fac Sen

Distribution Date: _____

Signed: [Signature]
(President of the College)

Date Received by the Senate: JUN 19 78

6/8/78

STATE UNIVERSITY COLLEGE
Brockport, New York

Faculty Senate
319 Administration Bldg.

Resolution #26, 1977-78
Faculty Senate meeting 5/15/78

STUDENT GRADE APPEALS

Background: When students feel that a grade has been unfairly awarded, there is a need for an efficient and equitable method for their concerns to be heard and appropriate action taken.

Introduction: Grades reflect in concise form the instructor's expert evaluation of student achievement which has been demonstrated in a timely manner. To avoid misunderstanding and to assist students to discharge their responsibilities in the most effective manner, instructors are expected to provide clear statements of the objectives and standards of the course and of their evaluation and grading procedures. This information is to be given at the beginning of the course and the student is to be informed as to how well he/she is meeting these objectives during the course. The instructor is expected to be available to discuss the application of these standards and procedures with the student.

It is to be noted that the instructor is the best qualified person to assess student performance and has the professional right and responsibility to do so. Therefore, questions and issues about a grade are normally settled by discussion between the student and the instructor. In cases in which the student after conference with the instructor has firm reason to believe that there (1) is a clear discrepancy between the stated standards of a course and the application of those standards or (2) that these standards have been applied in an arbitrary or capricious manner, the student may initiate the formal grade appeal process. It should be noted, however, that the College takes the position that no member of the College's academic or professional staff may require an instructor to change a grade which that instructor has assigned.

PROCEDURE FOR REVIEW OF ASSIGNED GRADES

Preliminary Step: The student shall discuss the matter informally with the instructor who assigned the grade in question. If the instructor is off-campus or otherwise not available, the student must have a conference with the Chairperson of the primary unit who will attempt to contact the instructor or, failing that, to ascertain the facts of the case.

Process:

Step (1). Within the time period starting with the awarding of the grade and ending with the midsemester of the next regular semester, the student, after having conferred with the instructor and not having received satisfaction, shall initiate the grade appeal process by preparing a written statement which shall meet the following criteria:

1. it sets forth the student's case in detail;
2. it indicates the date on which the student conferred with the instructor;
3. it sets forth the reasons why the student believes the grade originally assigned should be reconsidered; and

-over-

4. all relevant supporting materials, documents, evidence, etc. must be identified and listed in an index.

The student shall submit complete copies of the written statement and all attachments to the head of the primary academic unit which offered the course in question, and to the instructor.

In an effort to resolve the matter, the unit head shall carefully review the student's written statement; confer with the student and instructor, individually and/or separately. The unit head may also review the student's work in the course in question and employ other means for reviewing and investigating the matter.

Step (2). 1) If the matter is not resolved to the student's satisfaction in Step (1), the student may write the Vice President of Instruction and Curriculum and request a hearing, forwarding the documentation as outlined above. The Vice President shall assign the appropriate Dean to convene a hearing by a panel of three faculty members. These three faculty members must be acceptable to the student, the instructor, and the Dean. If an acceptable panel cannot be agreed upon, then the Dean and the President of the Faculty Senate or his designee shall prepare a list of seven faculty members and the student and the faculty member shall alternately strike names until three names are left.

2) The panel shall meet and solicit a response from the instructor to each and every count of the student's case against his grading decision. The Panel will familiarize themselves with the standards and objectives of the course and the evaluative material presented. Their concern shall be limited to a consideration of the fairness of the application of the standards and objectives and whether the standards and objectives reasonably were known to the student. The difficulty of the standards shall not be an issue. The burden of proof shall be on the student, who may be asked to appear before the panel.

3) If, in the opinion of a majority of the Panel members, no case can be made, the matter will be dropped by the Panel at this point and the original grade will remain. If they find that the standards and objectives were not reasonably known to the student or were unfairly applied, they may recommend a different grade and give their reasons for so recommending. The Panel shall report their findings in writing to the student, the instructor, the Dean, and the Vice President.

4) If the committee has recommended a different grade the instructor shall have ten (10) working days from the receipt of the committee's report to change the grade or appeal the decision to the Vice President for Instruction and Curriculum. A change of grade shall not be interpreted as an admission of unfairness in grading.

5) Either the student or the instructor may appeal to the Vice President of Instruction and Curriculum when

- a) there is substantial new evidence or
- b) there is clear evidence of substantial irregularity on the part of the panel. If the Vice President supports the appeal, he/she will convene a new panel (to be constituted in the same manner as before) whose decision will be final.

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If the Vice President supports the appeal, he/she will convene a new panel whose decision will be final.

6) If the committee recommends a change in grade and the instructor does not appeal, or upon appeal, is denied, the student's transcript shall be amended to include a statement that upon appeal an academic panel recommended a grade of (insert grade). The original grade, however, shall remain upon the transcript.