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Student Grade Appeals Policy (replaces Resolution 7, 1985-86)

The College at Brockport, College Senate

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Resolution # 1

1996-97

TO: President John E. Van de Wetering

FROM: The Faculty Senate Meeting on: **October 28, 1996**

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

SUBJ: **Student Grade Appeals Policy (replaces Resolution #7, 1985-86)**

RECEIVED
 SUNY BROCKPORT
 OCT 31 1996
 PRESIDENT'S
 OFFICE

Signed: *James H. Parsons* Date Sent: 10/30/96
 (Faculty Senate President)



TO: The Faculty Senate

FROM: President John E. Van de Wetering

RE: I. Decision and Action Taken on Formal Resolution

a. Accepted. Effective Date: *11/18/96*

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: _____

Distribution Date: 11/18/96 Signed: *[Signature]*
 (President of the College)

resolutions disk #2: 01-9697.res:1996/10/30:ayk

October 23, 1966

The Student Policies Committee was asked to review the Student Grade Appeals Policy as it related to opportunities for student participation in the process. While the Policy specifically states that the "burden of proof" in grade appeals is on the student, it did not require that students be given the opportunity to appear before the faculty panel empowered to review a grade appeal.

Therefore, be it resolved that Step 2, Number 2 be changed as follows (original language is underlined; new language in bold caps):

2. The panel shall meet and solicit a response from the instructor to each and every count of the student's case against his/her grading decision. The panel members 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 standards and objectives and whether the standards and objectives were made known to the student in a reasonable manner. 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. **THE BURDEN OF PROOF SHALL BE ON THE STUDENT. THE STUDENT SHALL BE INVITED TO APPEAR BEFORE THE PANEL.**

Approved as amended by Faculty Senate vote on October 28, 1996

STUDENT GRADE APPEALS POLICY

Resolution #7, 1985-86

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 confer with the chair of the department, who will attempt to contact the instructor or, failing that, to ascertain the facts of the case.

STEP 1. Within the time period from the awarding of the grade to the mid-semester of the next regular semester, the student, after having conferred with the instructor and not receiving satisfaction, shall initiate the grade appeal process by preparing a written statement which shall meet the following criteria:

1. Sets forth the student's case in detail
2. Indicates the date on which the student conferred with the instructor
3. Sets forth the reasons why the student believes the grade originally assigned should be reconsidered.
4. It includes all relevant supporting materials, documents, evidence, etc., identified and listed in an index.

The student shall submit complete copies of the written statement and all attachments to the chair of the department which offered the course in question, and to the instructor.

In an effort to resolve the matter, the chairperson shall carefully review the student's written statement and confer with the student and the instructor, individually, and/or together. The chairperson will review the material provided by the student and may also employ other means to view and investigate 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 for academic affairs and request a hearing, forwarding the documentation as outline above. The vice president for academic affairs shall assign a 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/staff senate or his/her designee shall prepare a list of seven faculty members and the student and the instructor 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/her grading decision. The panel members 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 standards and objectives and whether the standards and objectives were made known to the student in a reasonable manner. 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 original grade will remain. If they find 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 for academic affairs.
4. If the panel recommends a different grade, the instructor shall have ten working days from the receipt of the panel's report to change the grade or appeal the decision to the vice president for academic affairs.
5. Either the student or the instructor may appeal to the vice president for academic affairs when:
 - a. There is substantial new evidence
 - b. There is clear evidence of substantial irregularity on the part of the panel. If the vice president for academic affairs supports the appeal, he/she will convene a new panel, whose decisions are final.
6. If the panel recommends a change in grade and the instructor does not appeal or, upon appeal, is denied, the vice president for academic affairs will instruct the registrar to enter the recommended grade on the student's transcript. The original grade shall be removed.