

Code: G-005.2
Date: September 15, 1976
Approved: C. Tisinger
Revised: January 8, 1980
Approved: Jon Wefald
Revised: May 2003
Approved: David C. Danahar

SOUTHWEST MINNESOTA STATE UNIVERSITY

PROCEDURE

STUDENT GRADE APPEAL COMMITTEE

- A. The Student Grade Appeal Committee shall consist of the following members:
1. The appropriate academic dean, or his/her designee, shall serve as a non-voting chairperson of the Committee. The Chairperson shall vote in case of a tie.
 2. Four (4) faculty members selected by the Faculty Association with at least one of the faculty members from the department from which the grade is being appealed. If a department representative cannot serve on the Committee, a faculty member from a closely related academic discipline may be selected.
 3. Three (3) students appointed by the Student Association.

B. Criteria for Grade Appeals

Students have the right to know the objective of a course in which they are enrolled and the criteria which will be used in evaluating their performance in a course. Any student may initiate a grade appeal if the student has grounds to believe that:

1. The course objectives were significantly changed in a manner so as to create unfair treatment;
or
2. The criteria for evaluations were significantly changed in a manner so as to create unfair treatment; or
3. Evaluation was arbitrary or capricious.

C. Grade Appeal Process

1. If a student has grounds to appeal a grade, she/he should present his/her case to the faculty member who awarded the grade. If the meeting of the faculty member and the student fails to resolve the student's complaint, she/he may appeal to the Student Grade Appeal Committee.
2. Students wishing to appeal a grade to the Student Grade Appeal Committee may do so by contacting the appropriate Dean and completing a Student Grade Appeal form. The Student Grade Appeal Form shall include information supplied by the student that includes where and when the meeting indicated in C #1 occurred (date, time, place). The Student Grade Appeal Form shall also outline the student's case for the appeal. The Dean will forward a copy of the Student Grade Appeal Form to the faculty member. (An appeal is initiated with the filing of the Student Grade Appeal Form with the Dean.) The Dean will advise the student of his/her rights

as specified in the Southwest Minnesota State University Student Appeal Regulation. Appeals must be initiated within thirty (30) days of the date on which the student received her/his grade. In the event that the grade(s) being appealed were received at the end of Spring Semester, the student must initiate an appeal by the end of the thirtieth (30th) calendar day from the beginning of the subsequent Fall Semester.

The appropriate Dean or his/her designee shall contact the President of the Faculty Association and the President of the Student Association to obtain a committee.

3. Decisions of the Student Grade Appeal committee will not include making a specific grade change, but may include a mandatory re-evaluation of the student, by the faculty member or a consultant in the same discipline. If a consultant is to be used, the consultant will be selected by the Student Grade Appeal Committee. Such re-evaluation and its results shall be submitted to the Committee before the case is consummated. Decisions of the Student Grade Appeal Committee are final and mandatory for both the student and the faculty. The Dean has the responsibility to insure that arbitrary or punitive decisions shall not extend into the re-evaluation process. It is to the benefit of the person making the appeal to be present at the hearing.
4. The Dean shall communicate the decision of the Committee in writing with reasons to the student and the faculty member within five (5) instructional days after receiving the Committee's decision. Tape or stenographic records of all appeals shall be made and kept by the Office of the Provost. The records will be destroyed one (1) academic semester after the appeal is completed. All evidence presented in the course of an appeal shall be held in the strictest confidence. No portion of the proceedings of the Committee shall appear in any permanent records kept on the student or faculty member.

See also:

G-005 Student Appeals

G-005.1 Academic Standing Appeals Committee

G-005.3 Judicial Appeal Procedure and Committee