

Department of Mathematics and Science Education
Grade Appeal Procedures

A student has the right to appeal a course grade if the student thinks the grade was assigned on some basis other than a fair assessment of the student's academic work. The standards by which grades are assigned, the number and relative weight of assignments on which grades are based, and decisions to allow students to make up or retake missed examinations or assignments are not grounds for appeal. The following procedures will be used for grade appeals:

1. A student seeking a grade change must first discuss the situation with the course instructor. If the instructor declines to change the grade, the student may file an appeal with the Department Head.
2. To initiate an appeal, the student must submit to the Department Head a written petition that describes the grounds for his or her objection to the assigned grade and any other written documentation (e.g., syllabus, copies of assignments) that is available and relevant. The Department Head will notify the instructor that an appeal has been filed, and the instructor will have an opportunity to provide the Department Head with a written statement and relevant documentation (e.g., grading rubrics). The Department Head shall assign the grade appeal to a faculty committee. The committee shall consist of 3 randomly selected members of the department such that at least 1 is from ESCI and at least 1 is from EMAT. The instructor who assigned the grade in question is not eligible to serve on this committee. The Department Head is also ineligible to serve on this committee. The composition of the committee will remain confidential unless legally required to be revealed.
3. The departmental appeal shall be conducted in accordance with the following guidelines.
 - a. Both the student and the instructor will be afforded the opportunity to address the committee.
 - b. If oral presentations are made, the committee shall meet separately with the student and the instructor.
 - c. The departmental committee shall decide the appeal by majority vote.
 - d. The committee shall submit its decision in writing to the Department Head. The Department Head shall furnish copies of the committee's written decision to the student and the instructor.
 - e. If the committee denies the grade change, the student may file an appeal with the College of Education Undergraduate Academic Appeals Committee (if the student is an undergraduate) or the Graduate School (if the student is a graduate student).

In the event that the appeal is against the Department Head, the Associate Department Head shall fulfill all duties noted above as being the responsibility of the Department Head.