

**BAYH COLLEGE  
OF EDUCATION**

**POLICIES**



Initially Approved

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## BAYH COLLEGE OF EDUCATION POLICIES

Approved by the  
Bayh College of Education Congress  
Revised  
February 13, 2012  
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## Definition of Autonomy & Responsibility for Graduate Study

### *I. Responsibilities Regarding Graduate Students*

A. In matters of admission, dismissal, and recommendation for degrees, the Bayh College of Education or its designated departments or committees shall have responsibility to recommend action to the College of Graduate and Professional Studies which will then take the appropriate action. Should waiver of admission or graduation requirements be deemed advisable, the recommendation for such waiver should be made by the Bayh College of Education, with the Graduate Council or its designated subcommittee making the final decision as to the action to be taken. Students or prospective students shall have the right to petition the Graduate Council or its designated subcommittee directly for waiver of admission or graduation requirements.

B. In matters of the appointment of the student's advisor or committee, of advising, of determination of the student's program of study, of accepting alternate and/or transfer credit, of dropping or adding courses, of the removal of incomplete grades, of approving arranged courses, of directing and accepting theses and dissertations, and of administering and evaluating preliminary and comprehensive final examinations, the Bayh College of Education or its designated departments or committees shall have sole responsibility of decisions within the established practices and procedures of the student's program requirements. The College of Graduate and Professional Studies is to be informed of all such actions.

### *II. Responsibilities Regarding Faculty*

A. The determination of who is to serve as a member of the graduate faculty shall be made by the College of Graduate and Professional Studies and the Graduate Council or its designated subcommittee(s). Any faculty member denied membership in the graduate faculty shall have the right to petition the Graduate Council for reconsideration of the decision.

B. In matters of determining which member of the graduate faculty shall teach specific courses, the Bayh College of Education shall have sole responsibility.

### *III. Responsibility for Program Development*

A. The development of programs of graduate study is the responsibility of the Bayh College of Education or its designated departments or committees. New programs so developed are to be submitted to the Graduate Council which has the power to examine and forward them with recommendations to the Faculty Senate for its consideration.

B. Changes in program requirements which are modifications of previously approved programs or which affect other programs shall be submitted to the Graduate Council for its examination and forwarding to the Faculty Senate.

Approved February 13, 2012

## Selection Process for the Dean of the Bayh College of Education

*This section is approved and will be negotiated with the provost and revised accordingly.*

### I. Search Committee Composition

#### A. Committee

- (1) One faculty member elected by each department. Eligibility is defined by the definition of faculty contained in the Bayh College of Education Constitution.
- (2) One administrator elected by the Administrative Council.
- (3) A Dean from one of the other colleges in the University, elected by the Bayh College of Education Congress and deemed mutually acceptable to the Vice President for Academic Affairs.
- (4) One member to represent the students and/or alumni of the University. The Bayh College of Education Congress will nominate persons to serve and will elect the representative.
- (5) Stipulations and Requirements.
  - (a) The Chairperson of the Search Committee shall be elected by the members of the Search Committee. Election procedures will be established and the election conducted by the Secretary of the Bayh College of Education Congress.
  - (b) The Chairperson of Congress or his/her designee may attend meetings and is an ex-officio member of the committee. An ex-officio member, as defined by Roberts Rules of Order, has all privileges, including voting of *regular committee members*.
  - (c) Faculty or staff may attend committee meetings or address the committee on written request to its Chairperson. However, faculty or staff who are not members of the committee may not vote.

B. Membership Eligibility

- (1) All faculty and administrative representatives must be members of the unit they represent.
- (2) All members must indicate a willingness to serve prior to their appointment to the committee.
- (3) All committee members except for the alumni and/or student representative must be employed full-time at Indiana State University during the coming academic year.
- (4) Should a member resign or not meet conditions of membership, he/she will be replaced by the candidate who received the next highest number of votes.

II. Position Description

The Search Committee shall develop a position description for approval by the Vice President for Academic Affairs.

III. Advertisement

- A. Advertisement copy will be developed by the Search Committee for approval by the Vice President for Academic Affairs.
- B. The placement and frequency of advertisements will be proposed by the Search Committee and approved by the Vice President for Academic Affairs.

IV. Time Lines and Search Procedures

Time lines and search procedures will be developed by the Search Committee and presented to the Vice President for Academic Affairs for approval.

V. Review of Applicants

Review will be conducted by a process designed and announced by the Search Committee. Applicant materials are to be made secure but available to the members of the Search Committee. The review will be in accordance with University Affirmative Action procedures.

VI. Periodic Reports

The committee through its Chairperson or through the Chairperson of Congress will present periodic reports to the Bayh College of Education Congress.

### VII. Interviews

- A. Candidates to be interviewed will be proposed by the Search Committee for approval by the Vice President for Academic Affairs.
- B. Interview schedules will be arranged by the Search Committee.
- C. The Search Committee members will serve as hosts for candidates.
- D. Each candidate will make a general presentation and conduct a question and answer session for the Bayh College of Education faculty and students and others.
- E. Interviews will be scheduled for the Administrative Council and the faculty of the College.

### VIII. Selection of Finalists

- A. The Search Committee will recommend to the Vice President for Academic Affairs by memorandum a minimum of three candidates. The Vice President will meet with the Committee to discuss the finalists.
- B. The Vice President for Academic Affairs will conduct such further investigation as deemed appropriate.
- C. The Vice President for Academic Affairs will recommend **one** name to the president or return to the Search Committee for additional candidates.
- D. The Bayh College of Education Congress will be convened for the first announcement of the name of the selected dean.
- E. Further announcement and news releases will be supervised by the appropriate Vice President and his/her staff.

### IX. Payment for Expenses

All expenses incurred in the Dean's search will be paid by the Office of the Vice-President for Academic Affairs.

Approved February 13, 2012

## Chairpersons

### *I. Chairpersons*

A. The Dean of the Bayh College of Education is designated as the person responsible for calling a meeting of all faculty of the department from which a nominating committee is to be selected.

B. The full-time regular faculty members of the department should then proceed to elect a nominating committee composed of at least five (5) but not more than seven (7) full-time regular faculty members who shall conduct a search for candidates. If five (5) department members having full-time appointments are not available, the members of the department may, with approval from the Dean of the Bayh College of Education, select one (1) or more full-time regular faculty members from closely-associated academic disciplines to serve on the committee.

C. No member shall serve on the nominating committee who wishes to be considered for the chairpersonship or who comes under consideration after being elected. Any member of the full-time faculty may serve on the nominating committee, but any member of the nominating committee who comes under consideration for the chairpersonship must withdraw from the committee, his/her place to be filled by the alternate.

D. Particular attention should be given to the following:

- (1) development of a standard application form;
- (2) development of an appropriate job description;
- (3) notification to appropriate placement agencies and other sources regarding the vacancy;
- (4) solicitation of faculty recommendations for the chairpersonship.

E. The nominating committee shall recommend to the Dean of the Bayh College of Education possible candidates who, if not on campus, should be invited to the University for interview. The Dean shall approve or disapprove such visits. The nominating committee shall obtain evaluations from each full-time regular faculty member, or as many as interviewed each candidate.

F. Students and faculty of the university have the prerogative of interviewing and evaluating candidates. The nominating committee shall supply the faculty members of the involved department and other interested persons with evaluation forms for each candidate considered, and faculty members and others who interview



candidates shall be requested to evaluate each candidate. These evaluations shall be submitted to the nominating committee.

G. Should the nominating committee recommend one (1) or more of those interviewed, the name(s) shall be submitted to the Dean of the Bayh College of Education with a copy to the Provost and Vice President for Academic Affairs. In the event that the nominating committee recommends more than one (1) candidate, the names shall be ranked in order of preference.

Approved February 13, 2012

### Due Process, Faculty and Student Grievances, and Student Academic Related Appeals in the Bayh College of Education

The *Indiana State University Handbook* states that each college must have written policies that ensure student, faculty, and staff rights of procedural due process on matters related to activities that fall within its jurisdiction. The policy information that follows focuses on student and faculty rights in this regard within the Bayh College of Education (BCOE).

Procedural due process is defined here to mean the opportunity to grieve a matter or appeal a decision to a BCOE Grievance and Appeals Committee as prescribed herein, then to a University-level hearing body. In the case of students, it focuses on the right to grieve a matter where the student feels that his or her rights have been impinged by a faculty member or supervisor as well as to appeal an academic matter related to (a) denial of admission to a program, (b) course grading, (c) academic dismissal from the University, and (d) fulfillment of requirements for graduation. In the case of faculty, it focuses on decisions that a faculty member feels violated his or her rights as defined in Section 246.14.1 of the *University Handbook*.

The below procedures do not apply to issues regarding Retention, Promotion, and Tenure (RPT). Issues involving RPT are provided in Section 305.8 of the *University Handbook*. The following procedures also do not apply to discrimination on the basis of sex, race, age, national origin, sexual orientation, religion, disability, or veteran status. Issues of discrimination are handled through the Indiana State University Office of Affirmative Action.

## Bayh College of Education Grievance and Appeals Committee

The BCOE shall maintain a Grievance and Appeals Committee (hereinafter referred to as the Grievance Committee) to handle all faculty and student grievances and all student academic-related appeals but is used only when all appropriate existing resources for dealing with grievances and academic appeals have been exhausted at the department or other appropriate level. The Grievance Committee is a standing committee of the BCOE Congress and consists of the Chairperson of the BCOE Congress (or the Vice-Chair of Congress in the event of a conflict of interest), one faculty representative and an alternate from each department in the College selected annually, and one chairperson from a department to rotate annually. The alternates will be assigned to cases on an as-needed basis as determined by the Executive Committee of the BCOE Congress.

The BCOE Congress Chair will appoint the Grievance Committee members within two weeks of his or her election in the fall semester with members of the past year's Grievance Committee serving until that point. The BCOE Congress Chair will serve as Chair of the Grievance Committee.

### *I. Overview of the Procedure*

It is expected that all attempts be made to resolve a conflict prior to proceeding to a hearing by the Grievance Committee. The following steps are required prior to submission of a complaint to the Grievance Committee:

- A.** Meeting with the involved faculty member.
- B.** Meeting with the chairperson of the department most central to the conflict.
- C.** Presentation of the grievance to the dean of the BCOE.
- D.** Decision from the dean to move the grievance forward.
- E.** Prehearing before the Grievance Committee
- F.** Hearing before the Grievance Committee
- G.** Appeal

All or some of the above steps may be needed to resolve an issue. However, the process may be halted at any time if the department chairperson, dean of the BCOE, or Grievance Committee believes that a necessary previous step was not conducted. Each step must be documented prior to moving to the next level of review.

## *II. Lower Levels of Resolution*

- A. Meeting with offending party.** The person who has been offended (hereby known as the grievant) must meet face-to-face with the offending party (hereby known as the respondent). Once the meeting has occurred, the grievant must prepare a summary of the meeting including a rationale as to why the outcome of the meeting was unsatisfactory. If a face-to-face meeting is not possible, the grievant must document at least three attempts to hold such a meeting. If the grievant wishes to proceed she or he may contact the chairperson of his or her department. If the respondent is the chair of the department, the grievant may skip the next step.
- B. Meeting with chairperson.** The grievant may meet with the department chair and express his or her concern regarding the offending issue. The grievant must demonstrate contact or at least substantial attempts to meet with the respondent. The chair may attempt to resolve the issue by investigation, by mediation, or through departmental discipline. If the grievant wishes to proceed, he or she must prepare a summary of the outcome of the meeting(s) with the chair and indicate why the outcome was not satisfactory.
- C. Submission to the dean of the BCOE.** For the presentation to the dean of the BCOE, the person pursuing the grievance must complete the Grievance Form. This form must contain the names of the parties involved, a statement of the nature of the offense, a detailed account of the offending actions, documentation of attempts to resolve the conflict via personal meetings and meetings with the chairperson, a rationale as to why the complaint should move forward, and a list of evidence (e.g. documents, or witnesses). The dean of the BCOE will review the case and may interview both the grievant and/or the respondent. Upon completing his or her review and within 30 working days of receipt of the grievance form, the dean will send a notification to the grievant.

## *III. Notification Procedures*

- A. The grievant shall receive written notification from the dean of the BCOE or his or her designee that the grievance is being referred back to the department chair for resolution or to the grievance committee.
- B. The grievant will then be contacted by the department chair for resolution or by the Chair of the BCOE Congress for the scheduling of the prehearing.

## *IV. Pre-Hearing*

- A. When a grievance is filed with the Chairperson of the BCOE Congress, the Grievance Committee shall meet within fifteen (15) working days of the filing to schedule a pre-hearing session or sessions to investigate the grievance. This pre-hearing shall be conducted no later than thirty (30) days following the filing of the complaint.

- B. The purpose of the pre-hearing is to determine the legitimacy (i.e., the factual information, appropriateness, etc.) of the grievance. The Grievance Committee shall determine which point or points, if any, of the original request for a hearing shall be considered. The pre-hearing shall be conducted in accordance with general principles of due process. To this end, the committee may request evidence from the parties to the grievance that supports their positions and may call the parties involved or any other person or persons the Committee deems necessary to present their points of view and evidence on the issues at hand.
- C. Evidence and testimony referred to in paragraph B immediately above must be available to all parties to the grievance but may be presented without all parties concerned being at the pre-hearing at the same time.
- D. Following the presentation of evidence and testimony, the Grievance Committee must decide within forty (40) working days from the filing of the grievance, i.e., within ten (10) working days after the pre-hearing, which point or points, if any, of the grievance shall be carried forward to a regular hearing. If the committee decides that the grievance is not valid, it must inform the grievant about the next level of review and appeal. For students, this is to the Vice President for Academic Affairs. For faculty, this is to the Executive Committee of the Indiana State University Faculty Senate.
- E. When the Grievance Committee has determined in the pre-hearing that one or more points of the grievance need further review and the grievant still wishes to have that point or those points pursued, the Committee shall schedule a regular hearing within sixty (60) working days of the original filing of the grievance, i.e., within twenty (20) working days after the decision arising from the pre-hearing. Although the committee should attempt to set regular hearing dates at the convenience of all parties concerned, it must reserve the right to set such dates so as to assure an orderly progression of events. Written notice of the time, date, and place of the hearing shall be sent to all concerned parties.

#### V. Regular Hearing

- A. The purpose of a regular hearing is to attempt to determine the legitimacy of the grievance presented and to arrive at recommendations concerning the case. The hearing shall be conducted in accordance with general principles of due process.
- B. The hearing will start with an opening statement by the grievant. The person or persons against whom the grievance is directed shall then make an opening statement. An opening statement is limited to thirty (30) minutes.
- C. Witnesses may then be called by each party. The parties involved shall supply the Grievance Committee, in advance of the hearing, a list of witnesses (if any) in the order in which they are to be called, indicating the specific points to which the witnesses will testify. This information shall be made available to the Grievance

Committee and to all parties at least ten (10) working days in advance of the hearing. The parties are requested to ask witnesses to be as brief as possible; however, no time limit is set for the testimony of any witness. The Grievance Committee will accept a written statement from a witness, if the statement is notarized. Included in the statement should be an explanation of why the witness is unable to appear in person. Any person called as a witness for more than one party to the grievance may give testimony for each party at the same session. Witnesses may be questioned only by the Grievance Committee. All parties to the grievance may submit questions in advance that the Grievance Committee may ask the appropriate witnesses. Questions for witnesses may also be submitted in writing to the chairperson of the Committee during the hearing by parties to the grievance. In no case will any party to the grievance have the right to cross-examine directly any witness called by another party.

- D. Hearings will be conducted in closed session with only the committee and the parties to the grievance present. Witnesses will be present only when asked to testify.
- E. The proceedings of the hearing will be audio-recorded, with the recordings being in the possession of the Chairperson of the Grievance Committee until final disposition of the grievance. The recordings must be stored in a secure, password-protected file or locked file cabinet for three (3) years following the conclusion of a proceeding.
- F. The Grievance Committee shall decide whether additional material submitted during or after the regular hearing will be accepted or rejected.
- G. Within fifteen (15) working days of the close of the hearing, the Grievance Committee shall send its findings and recommendations in writing to the dean of the Bayh College of Education for consideration and action and to the parties to the grievance. The Grievance Committee must inform the grievant about the next level of review and appeal. For students, this is to the Vice President for Academic Affairs. For faculty, this is to the Executive Committee of the Indiana State University Faculty Senate.
- H. Within fifteen (15) working days of receiving the findings and recommendations of the Grievance Committee, the dean of the BCOE shall send his or her decision in writing to the parties to the grievance, the Vice President for Academic Affairs, the Chairperson of the Grievance Committee, and any other persons involved in the decision.

#### VI. Emergency Grievance Procedures

If a grievance is filed under the pressure of a time deadline, it may not be possible to follow the regular grievance procedures. In such a case, an emergency grievance may be filed with the dean of the Bayh College of Education. The dean, with the

advice and assistance of the Grievance Committee, shall attempt to resolve the issue in such a way as to meet the deadline at hand.

### *VII. Addendum*

The Grievance Committee is advised to consult with the BCOE Congress when in doubt regarding any major issues pertaining to these grievance procedures.

Approved April 9, 2012

## Procedures for Appeals of Student Academic Matters

The following procedures describe the process of pursuing academic appeals and grievances for students in the BCOE, including:

- I. Appeals relating to dismissal from the University for academic reasons (undergraduate);
- II. Appeals relating to the fulfillment of requirements for graduation (undergraduate);
- III. Appeals that question the grading practices of a professor.

It should be understood that appeals concerning academic matters generate tension for the parties involved. Throughout the appeal process, efforts will be made to minimize the tension by endeavoring to conduct matters efficiently and in ways that will respect the concerns of those involved.

### *I. Appeals Relating to Academic Dismissal From the College or Program*

Undergraduate appeals that relate to academic dismissal are made directly to the Bayh College of Education Dean's Office. The associate dean responsible for student affairs will hear individual petitions for reconsideration on the basis of extenuating circumstances. Students seeking to enroll in classes prior to the end of the mandatory period away from classes following an academic dismissal will be asked to complete the **Petition for Return From Dismissal** form, which is available from Education Student Services.

The associate dean's decision may be appealed to the dean of the College, who has the final authority for admission of undergraduate students majoring in the Bayh College of Education.

In the enforcement of retention standards, it is accepted by the Office of the Dean as a working principle that the University standards for probation and retention are to be maintained in all but the most extraordinary cases.

## ***II. Appeals Relating to the Fulfillment of Requirements for Graduation***

Undergraduate appeals which relate to the requirements for graduation in degree programs or requirements in the teacher education program in the Bayh College of Education are made to Education Student Services. Students seeking a waiver of a requirement for their degree or licensure program must complete a Petition form, which is available in Education Student Services. All curriculum petitions must be approved by the chairperson of the department in which the student is majoring and, at times, by a departmental committee. Curriculum petitions concerning general education requirements normally will be reviewed by the Coordinator of the General Education Program as well.

Final appeal in modifying degree requirements is made to the dean of the Bayh College of Education, who has final authority to certify completion of requirements for graduation.

Because curricular requirements for degree programs are set by the faculty members of the University as an area within their primary authority, waivers or substitutions will be approved only for the most extraordinary reasons.

## ***III. Appeals That Question the Grading Practices of a Professor***

In any case in which a student questions the assigned grade in a course, she or he is encouraged to talk with the instructor about the grade and attempt to resolve the questions (an informal appeals process). Students may choose to speak with the department chairperson as well. The purpose of such conversations is to clarify possible misunderstandings or to remedy failures of communication. *Such conversations constitute an informal appeal of the assigned grade.*

Students who wish to file a *formal appeal of an assigned grade* must follow the steps outlined below.

### **GROUND FOR FORMAL APPEAL OF AN ASSIGNED GRADE**

A formal appeal may be filed by a student based on one or more of the following grounds only:

1. Miscalculation of a grade
2. More exacting/demanding standards than were applied to other students
3. Assignment of a grade on some basis other than performance in the course
4. Assignment of a grade that is a substantial departure from the instructor's previously announced standards for that section of that course<sup>i</sup>
5. Assignment of a grade that is a substantial departure from the written departmentally approved standards for a course<sup>ii</sup>

## **STEP ONE – THE INFORMAL APPEAL PROCESS**

Students must engage the informal appeal process for questioning grades prior to engaging the formal appeal. They are to, where possible, seek out the instructor for a face-to-face conversation. The instructor is encouraged to listen to the entirety of the student's case and then to consider whether the current grade is appropriate. Should no resolution occur, the student is required to contact the department chairperson. The chairperson is required to meet with the student one-on-one, to seek a conversation with the instructor one-on-one, and then highly encouraged to meet with the two of them together. Students must initiate their informal appeal within **30 working days** of the posting of the grade. Should no resolution occur, the student may choose to engage the formal appeal process.

## **STEP TWO – THE FORMAL APPEAL PROCESS**

For grade appeals involving courses taught in the Bayh College of Education, students must complete the Bayh College of Education Grade Appeal Form and submit it to the Bayh College of Education Dean's Office. Grade appeals for courses taught in other colleges must follow that college's process. When filing an appeal, a student must specify the basis (bases) of the appeal and do so within **30 working days of the conclusion of the informal appeal**. The student must indicate one of the following:

1. The instructor is unable or unwilling to communicate with the student on the appeal and the informal appeal could not proceed.
2. No resolution resulted from the informal appeal process.

The student should attach to the appeal form as much of the relevant physical and electronic record as is possible to collect. If the basis of differential standards is asserted, the student should provide a list of the names of other students and specific assignments so that a review of the relevant materials and appropriate comparisons can be made.

## **STEP THREE**

The dean, or his or her designee, will verify the appropriateness of the appeal by making at most three (3) separate attempts to contact the instructor within 30 days of receiving the appeal. The last attempt is done in writing by registered letter to the last known address. If after 10 working days of receiving the registered letter receipt, the instructor refuses to discuss the grade appeal, the dean shall convene the Bayh College of Education Grievance Committee.

The dean, or his or her designee, will review the materials and discuss the matter with the student. The dean may choose to discuss the matter with the instructor, the chairperson or both. If the dean cannot create a resolution satisfactory to the instructor and student, the dean shall convene the Bayh College of Education Grievance Committee.



## STEP FOUR

Without regard to the calendar, once a formal appeal has been submitted to the Grievance Committee, that committee shall remain with the appeal until its conclusion. If two (2) or more grade appeals are received regarding the same instructor and same course, the committee can determine to combine them into process if the committee determines the students' right to appeal is not compromised.

Within 10 working days, the Bayh College of Education Grade Appeal Committee, by majority vote, shall recommend to the dean one of the following:

1. That the original grade stands.
2. That any higher grade be substituted for the original grade.
3. That an incomplete grade be granted. (If this recommendation is made, the chairperson shall be appointed the instructor of record for the course for this student. The conditions for completion, the default grade, and the expiration of the incomplete shall be specified.)

The dean, or his or her designee, shall prepare a written summary of the recommendation and transmit the recommendation to the student and instructor, with copy to the Provost, department chairperson, and members of the Bayh College of Education Grade Appeals Committee. If a grade change is recommended, the Dean's Office will prepare a letter to the Registrar stating the new grade. The letter will carry the signature of the Dean and the members of the committee.

Approved December 12, 2011

### Grievance Form

This form is designed to provide an overview of previous attempts made to resolve a conflict between the person pursuing the grievance (referred to as the grievant) and the offending party (referred to as the respondent). The form will also provide an overview of the issue and evidence that the grievant is prepared to present at hearing. This form will be reviewed by the Dean of the BCOE, and if deemed necessary, will move forward with the complaint to the Grievance Committee.

Grievant \_\_\_\_\_ Respondent(s) \_\_\_\_\_

Offense \_\_\_\_\_

Detailed description of offense

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I. Documentation of grievant's meeting with the respondent.

A. Dates of meeting or attempted meetings

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B. Description of meeting

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C. Outcome of meeting and planned action

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II. Documentation of grievant's meeting with the department chairperson

A. Dates of meeting or attempted meetings

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B. Description of meeting

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C. Outcome of meeting and planned action

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III. Rationale for moving forward to Grievance Committee

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Evidence and witnesses to be presented at hearing

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Dean's Decision

Refer to Grievance Committee

Refer back to Department Chair

## GRADE APPEAL FORMS

**The grade appeal process has two stages. The first stage is the informal appeal process in which the student negotiates with the instructor and the chairperson of the department in which the course was taught. If no resolution is reached in the informal appeal process, the student may engage the formal appeal process by appealing to the Associate Dean of the Bayh College of Education. Filing a formal appeal with the dean requires the completion of Forms 1, 2, and 3 below.**

**Students MUST complete and document the following steps of the informal grade appeal process before submitting a formal grade appeal to the dean:**

- Review the section titled “Basis for Appeal” in the Grade Appeal Policy to be sure you have legitimate grounds for appealing your grade. Any grounds for appeal other than those listed will be considered irrelevant.
- Contact the instructor within 30 working days of the posting of the grade and try to reach a resolution concerning the grade. This step must be documented by filling out Form 1 below.
- If no resolution was reached with the instructor, contact the chairperson of the department in which the course is taught and try to reach a resolution concerning the grade. This step must be documented by filling out Form 2 below.

If no resolution was reached with the chairperson, a formal grade appeal may be submitted to the dean using Form 3 below within 30 working days of the conclusion of negotiations with the chairperson. Forms 1 and 2, along with any relevant supporting material, must be included when Form 3 is submitted to the dean.

**Special note for students who are graduating at the end of the semester the grade was assigned:** You MUST contact the dean within one week of the posting of the grade to inform him/her that you plan to appeal the grade and are beginning the informal appeal process by contacting the instructor and chairperson. Appealing a grade that was assigned in the semester you plan to graduate will likely prevent your graduation that semester.

**Special note for students who are claiming the second basis for appeal listed in the Grade Appeal Policy:**

2) The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the same section of the same course, in the same semester, with the same instructor.

If the appeal proceeds to the dean and/or grade appeal committee, you will be required to provide a list of the names of other students and specific assignments so that a review of the relevant materials and appropriate comparisons can be made. You MUST obtain express written permission from each student listed before including his or her name in the grade appeal.

**Grade Appeal Form 1**—Documentation that the Instructor was Contacted.

**You are encouraged to, where possible; seek out the instructor for a face-to-face conversation.**

1. Date, AFTER the posting of the final grade, when you first contacted the instructor concerning the grade: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

2. Include ONE of the following:

a) Instructor's signature on the line below, indicating that he/she discussed the grade with you, but that no resolution was reached.

Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_

OR

b) Attach a copy of an email, letter, or memo from the instructor which indicates that he/she communicated with you concerning the grade, but that no resolution was reached.

OR

c) Check here: \_\_\_\_\_ to indicate that the instructor did not respond to your request to discuss the grade. You must allow at least 2 weeks from initial contact for the instructor to respond. You are encouraged to make multiple attempts to contact the instructor (office visit, email, and phone).

3. Attach copies of any and all letters or emails by which you attempted to contact the instructor or communicated with the instructor concerning the grade, as well as any and all letters of correspondence received from the instructor.

If you do not reach a resolution after communicating with the instructor, or if the instructor does not respond after 2 weeks to your attempts to contact him/her, you are required to contact the chairperson of the department in which the course is taught before proceeding to submit a formal grade appeal to the dean. This step must be documented by filling out Form 2 below.

**Grade Appeal Form 2—Documentation that the Chairperson was Contacted.**

**You are encouraged to, where possible, meet with the chairperson for a face-to-face conversation.**

1. Date when you first contacted the chairperson concerning the grade: \_\_\_\_/\_\_\_\_/\_\_\_\_

2. Include ONE of the following:

a) Chairperson's signature on the line below, indicating that he/she discussed the grade with you, but that no resolution was reached.

Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

OR

b) Attach a copy of an email, letter, or memo from the chairperson which indicates that he/she communicated with you concerning the grade, but that no resolution was reached.

OR

c) Check here: \_\_\_\_\_ to indicate that the chairperson did not respond to your request to discuss the grade. You must allow at least 2 weeks from initial contact for the chairperson to respond. You are encouraged to make multiple attempts to contact the chairperson (office visit, email, and phone).

3. Attach copies of any and all letters or emails by which you attempted to contact the chairperson or communicated with the chairperson concerning the grade.

4. Attach copies of any letters or emails in which the chairperson responded to you concerning the grade.

5. Date which negotiations with the chairperson concluded: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Note: if you intend to proceed to the next step of submitting a formal appeal to the dean, the formal appeal must be submitted within 30 working days of the conclusion of negotiations with the chairperson.)

If you do not reach a resolution after communicating with the chairperson, or if the chairperson does not respond after 2 weeks to your attempts to contact him/her, you may submit a formal grade appeal to the dean using Form 3 below within 30 working days of the conclusion of negotiations with the chairperson. Forms 1 and 2, along with all relevant attached materials, must be included when Form 3 is submitted to the dean.

**Grade Appeal Form 3**—Formal Grade Appeal to the Associate Dean of the College.

**This form may be submitted to the dean only after following the steps of the informal appeal process as outlined on Forms 1 and 2. When submitting Form 3 to the dean, Forms 1 and 2 and all relevant supporting materials must be included in the submission. All materials must be submitted to the dean within 30 working days of the conclusion of negotiations with the chairperson.**

A. Basis for appeal: please circle one (or more if appropriate)

1. An error in the calculation of the grade.
2. The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the same section of the same course, in the same semester, with the same instructor.
3. The assignment of a grade to a particular student on some basis other than performance in the course.
4. The assignment of a grade by a substantial departure from the instructor's previously announced standards for that section of that course.
5. The assignment of a grade by a substantial departure from the written departmentally approved standards for a course.

B. Reason for initiating the formal appeal: please circle one

1. The instructor is unable or unwilling to communicate with the student on the appeal and the informal appeal could not proceed.
2. No resolution resulted from the informal appeal process.

C. Summary of Appeal. Attach an additional document to provide a detailed explanation of the basis (or bases) on which the grade is being appealed, as well as information you feel would justify a change in the assigned grade.

D. Check off the supporting materials you have included with this submission of Form 3

- Form 1 and all attachments specified on that form (REQUIRED)
- Form 2 and all attachments specified on that form. (REQUIRED)
- Any material or documents that support the assertion of the basis for appeal and a change in the assigned grade. In most cases a copy of the course syllabus is appropriate. (OPTIONAL)
- If the second basis in part A above (differential standards) is asserted, provide an additional document containing a list of the names of other students and specific assignments so that a review of the relevant materials and appropriate comparisons can be made. Each name **MUST** be accompanied by contact information, including the student's identification number (991 no.) and ISU e-mail address and a signature\* from the student named, indicating his or her willingness to have his or her assignment(s) included in the record reviewed by the dean and Grade Appeal Committee. (Required **ONLY** when 2nd basis is asserted.)

\*In the case of distance education students, or students who are no longer on campus, an attached email statement sent from the student's ISU email address giving permission to include his or her name will substitute for a signature.

E. Provide your personal information below

Student name: \_\_\_\_\_

Student ID (991 no.): \_\_\_\_\_

ISU email address: \_\_\_\_\_

Local mailing address: \_\_\_\_\_

Local telephone number: \_\_\_\_\_

Course: \_\_\_\_\_

Instructor of course: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of submission of this formal appeal: \_\_\_\_\_

F. Submit all materials to:

Associate Dean for Student and Academic Affairs  
 Bayh College of Education  
 Indiana State University  
 University Hall 109  
 Terre Haute, IN 47809  
 Phone: 812-237-2888  
 Fax: 812-237-4348

After receiving all appeal materials from a student, the associate dean will follow the procedure specified in the Grade Appeal Policy. This will involve discussing the matter with the student, and possibly with the instructor and/or chairperson. The dean may need to convene the Grade Appeal Committee which will then consider the appeal, in which case the appeal will remain with the Committee until its conclusion.

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<sup>i</sup> An instructor may alter original grading standards for an assignment as long as that change has been announced with reasonable notice in advance of the due date for the assignment. An instructor may reasonably add or subtract assignments or assessments from those that have been previously announced. Instructors are highly discouraged from altering the grading scale for the course if that grading scale has been included in the syllabus or previously announced.

<sup>ii</sup> Unless the appeal is on the basis of 5) above, cross-instructor or cross-section comparison appeals are not to be considered as relevant. Instructors are free to have different assignments, assessments, and standards for different sections and different instructors of the same course are free to have different assignments, assessments, and standards from one another.