

APPEALS WHICH QUESTION THE GRADING PRACTICES OF A PROFESSOR

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 College. 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/her name in the 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, which 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, 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.

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

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.

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 which 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, 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.

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. Use the space below (or attach a separate sheet) to give 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 in the two tables below 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 and a signature* from the student named, indicating his/her willingness to have his/her assignment(s) included in the record reviewed by the Dean and Grade Appeal Committee. (Required **ONLY** when 2nd basis is asserted.)

Complete this table **ONLY** when 2nd basis for appeal is asserted:

Student Name	Student ID (991 no.)	ISU email address	Signature*

*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/her name will substitute for a signature.

Complete this table ONLY when 2nd basis for appeal is asserted:

Specific Assignments in which you are claiming differential grading standards were used. (Include copies of the graded assignments when submitting the appeal.)

E. Provide your personal information in the table 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
 Scott College of Business
 Indiana State University
 Terre Haute, IN 47809

Phone: 812-237-3606

Fax: 812-237-4122

Email: ISU-Business@mail.indstate.edu

After receiving all appeal materials from a student, the 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.