

Grade Appeals

(EXCERPT)

Grade Appeals Policy

SEE THE REVISED DEADLINES for Appeals of Academic Decisions, including Grade Appeals (Meeting #157 - March 2, 2009).

The following is a complete copy of the Grade Appeals Policy as passed by the UAF Faculty Senate at its Meeting # 56 (March 20, 1995) and amended at its Meeting #61 (February 5, 1996), Meeting #80 (May 4, 1998), Meeting #89 (September 27, 1999), and Meeting #109 (May 6, 2002).

I. Introduction

The University of Alaska is committed to the ideal of academic freedom and so recognizes that the assignment of grades is a faculty responsibility. Therefore, the University administration shall not influence or affect an assigned grade or the review of an assigned grade.

The following procedures are designed to provide a means for students to seek review of final course grades alleged to be arbitrary and capricious. Before taking formal action, a student must attempt to resolve the issue informally with the instructor of the course. A student who files a written request for review under the following procedures shall be expected to abide by the final disposition of the review, as provided below, and may not seek further review of the matter under any other procedure within the university.

II. Definitions

A. A "grade" refers to final letter grades A, B, C, D, F, and Pass. The I (incomplete) designates a temporary grade, for one year

d. The request must detail the basis for the allegation that a grade was improper and the result of arbitrary and capricious grading and must present the relevant evidence.

2. It is the responsibility of the department chair to formally notify both the instructor who issued the grade and the dean of the unit's college or school that a request for a review of grade has been received.

3. If the instructor of the course is also the department chair, the Dean of the College will designate another department chair within the college to act as the department's representative for all proceedings. If the instructor of the course is also the Dean of the College, the Provost will designate another Dean within the University to act as the college's monitor of all proceedings.

4. The dean will appoint a 5 member review committee composed of the following:

a. One non-voting tenure-track faculty member from the academic unit in which the course was offered (other than the instructor of the course). This individual shall serve in an advisory role.

b. Two tenure-track faculty members from within the college or school but outside of the unit in which the course was offered. If available, one of these two members will be selected from the members of the UAF Faculty Appeals and Oversight Committee.

c. One tenure track faculty member from outside the college or school in which the course was offered. If available, this member is to be selected

from the members of the UAF Faculty Appeals and Oversight Committee.

- d. The fifth member to be appointed by the dean will be a non-voting student representative.
 - e. The campus judicial officer or his/her designee shall serve as a nonvoting facilitator for grade appeals hearings. This individual shall serve in an advisory role to help preserve consistent hearing protocol and records.
5. The committee must schedule a mutually agreeable date, time and location for the appeal hearing within 10 working days of receipt of the student's request.
- a. During this and subsequent meetings, all parties involved shall protect the confidentiality of the matter according to the provisions of the Family Educational Rights and Privacy Act (FERPA) and any other applicable federal, state or university policies.
 - b. Throughout the proceedings, the committee will encourage a mutually agreeable resolution.
 - c. The mandatory first item of business at this meeting is for the committee to rule on the validity of the student's request. Grounds for dismissal of the request for review are:
 - 1) This is not the first properly prepared request for appeal of the particular grade.
 - 2) The actions of the instructor do not constitute arbitrary and capricious grading, as defined herein.
 - 3) The request was not made within the policy deadlines.