

Grade Appeals

The faculty of Longwood University is unequivocally committed to the principle that evaluation of student work and assignment of grades is a responsibility and a prerogative to be exercised solely by the individual instructor.

~~However,~~ should a student believe the final course grade received was unfairly ~~or inaccurately~~ awarded, the student has the right to appeal. Students should be aware of the fact that the review/appeal procedure may result in a grade being raised, lowered, or remaining unchanged. The student must initiate the appeal in writing by February 1 (for grades awarded in the fall semester or intersession) or by September 15 (for grades awarded in the spring semester or in summer). The appeal uses the following procedure:

- 1) The student discusses the grade with the instructor. The student will provide evidence about why she or he believes the grade was inaccurately awarded.
- 2) If, after this discussion, the student is still unsatisfied, the student may appeal in writing to the relevant Department Chair. This appeal should outline the reasons why the student believes the grade was incorrect and include relevant documentation (e.g., graded material, syllabi, etc.) in support of the grade change. The Chair will notify the faculty member within five business days of the appeal, and the faculty member will have five business days from notification to supply to the Chair a written response to the student's appeal.
- 3) The Chair must decide within five business days of receiving the faculty member's written response whether or not the student's case merits further investigation. If the Chair decides that the student's case merits further investigation, then the Chair appoints an *ad hoc* committee composed of three tenured members of the faculty in the department (other than the faculty member involved). If the committee cannot be filled from within the department, the Chair may ask a department chair in a related discipline for recommendations to fill out the committee.
- 4) If the Chair decides that the student's case does not merit further investigation, the student may appeal this decision to the appropriate Dean, supplying the same supporting materials as presented to the Chair. If, after discussion with the Chair, the Dean also decides the case does not merit further investigation, the appeal is closed. If the Dean decides that the student has a case that merits further investigation, the Dean may appoint an *ad hoc* committee of the same composition as described above to investigate the student's case.
- 5) The committee reviews the case, asking for additional information as necessary through the person who appointed the committee. The committee reaches a decision by majority vote. The decision of the committee is final. The committee will report its decision in a letter signed by all three members and addressed to the ~~Department Chair/Dean~~, with a copy to the ~~Provost and Vice President for Academic Affairs~~, the appropriate Dean, the faculty member, the student, and the Office of the Registrar, who will record the grade. The review must be completed so that the grade will be final by the end of the eighth full week of classes.

~~first should see the instructor involved, for an explanation of why the grade was assigned. If the student continues to believe the grade is unfair, the student may file a written appeal with the department chair giving the reasons why the grade should be changed, with any available supporting evidence. The Department Chair/Dean will forward a copy of the appeal to the faculty member and will invite the faculty member to make a written response. For grades awarded in the fall semester, the written appeal must be submitted no later than February 1;~~

for grades awarded in the spring semester and in summer school, the appeal must be filed no later than September 15. Appeals filed later will not be considered.

The Department Chair/Dean will, within two weeks hold a joint consultation with the student and the faculty member awarding the grade. If the matter cannot be resolved, the Department Chair/Dean will within one week of the joint consultation, request in writing that the Executive Committee of the Faculty Senate appoint a committee to review all matters pertinent to the appeal. The committee will consist of three members of the full-time faculty in the same or related discipline(s). The Department Chair/Dean will send a copy of the request to the Provost and Vice President for Academic Affairs. When the committee has been named, the Executive Committee of the Faculty Senate shall inform the Department Chair/Dean, who will forward to the committee members the student's original written appeal, a course syllabus, any written response from the faculty member, and all other materials pertinent to the appeal. Through the Department Chair/Dean, the committee may request other materials from the student or faculty member. The committee shall decide that the grade originally assigned will remain unchanged or that it will be changed to a grade decided on by the committee. The decision of the committee is final. The committee will report its decision in a letter signed by all three members and addressed to the Department Chair/Dean, with a copy to the Provost and Vice President for Academic Affairs, the appropriate Dean, the faculty member, the student, and the Office of the Registrar, who will record the grade. The review must be completed so that the grade will be final by the end of the eighth full week of classes. Should the appeal involve a grade assigned by a department chair, the Dean of the appropriate College will also assume the role normally assigned to the Chair. Should the appeal involve a grade assigned by a Dean, the Provost and Vice President for Academic Affairs shall assume the roles normally assigned to the Chair and Dean. Students should be aware of the fact that the review procedure may result in a grade being raised, lowered, or remaining unchanged.