

GRADE APPEAL PROCEDURE FOR History & Geography, Philosophy & Religion

Any student wishing to appeal a grade should follow the Student Appeal Process outlined in the MWSU STUDENT HANDBOOK and the intra-departmental process outlined below:

- A. The MWSU STUDENT HANDBOOK specifies that the student who is dissatisfied with a grade must first discuss the course grade fully with the instructor of the course. This must be done no later than thirty (30) calendar days into the succeeding regular academic semester, beginning with the first day of classes.
- B. If the matter is not resolved by consultation with the instructor, the student, if he or she still desires to appeal the grade, must utilize the HG & PR Department Grade Appeal Procedure outlined below:

Grounds for Appeal

- 1) The MWSU STUDENT HANDBOOK allows for grade appeal only under the following circumstances:
 - a) clerical error;
 - b) capricious grading, defined as
 - i) The assignment of a grade to a particular student on some basis other than the performance in the course;
 - ii) The assignment of a grade to a particular student by resorting to a more demanding standard than was applied to other students in the course;
 - iii) The assignment of a grade by a substantial departure from the instructor's previously announced standards.

Appeal Process

- 1) The student should notify the HG & PR Chairperson in writing that he/she wishes to appeal the grade. In accordance with the MWSU STUDENT HANDBOOK, the appeal must be made no later than ten (10) calendar days after the aforementioned thirty (30) day deadline. The written statement must contain the following specific information:
 - a) The name of the course and instructor;
 - b) A statement indicating that the discussion with the instructor did not yield a mutually satisfactory decision regarding the grade in question;
 - c) A statement indicating that the student now wishes to proceed with a departmental grade review;
 - d) A statement outlining the student's perspective on the issue in question (provide documentation as appropriate);
 - e) The student's address, telephone number, and University email.

- 2) The HG & PR Chairperson will provide the student with a written acknowledgment of the receipt of the student's appeal. A departmental grade appeal committee will be appointed by the HG & PR Chairperson. The name of the chairperson of this committee will be provided to the student who is making the appeal. The committee may solicit, from the student or faculty member, additional information or documents as needed. The committee will provide the HG & PR Chairperson with a written analysis of the issues in the case and a recommendation as to whether the faculty member in question should change the petitioning student's grade. This recommendation will be submitted to the Chairperson no later than two (2) weeks after receiving the student's appeal.
- 3) After reviewing the committee's rationale, the HG & PR Chairperson will provide the faculty member with a written opinion on the case. This statement functions in an advisory capacity and may include the departmental committee document. The faculty member should notify the HG & PR Chairperson in writing within three (3) working days whether or not he/she plans to file a grade change form. Such a statement should be filed regardless of the advising position of the Chairperson and/or departmental committee.
- 4) The departmental Chairperson shall notify the student, in writing, of the department's decision within thirty (30) calendar days of receipt of the written appeal. The HG & PR Chairperson will advise the student that the departmental appeal process has reached a conclusion. If the student desires to pursue the matter, an institutional appeal may be initiated as outlined in the MWSU STUDENT HANDBOOK.

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