

## Criteria for Grading Grievance Appeal

The policy relating to grading grievances appears on the 3<sup>rd</sup> page of this appeal. If you are not satisfied with your attempt at an informal resolution to a grade dispute at the Program or Division level, you may initiate a formal grading grievance.

### Instructions:

1. Complete the form below. Please print. This completed form and all accompanying documentation constitute the grievance package. You may not add to or delete from the package once it is submitted. Incomplete forms will not be considered.
2. Attach a typed written explanation which includes:
  - a. What are the stated criteria for determining a grade and how does your work meet the criteria for a higher grade?
  - b. How did the instructor depart from stated grade criteria?
  - c. How do you perceive that you were treated and/or graded differently from other students in the same course?
3. The grievance package must include support statements and/or documentation, including the syllabus or other materials that detail the grading criteria, tests, papers, and/or written assignments.
4. Submit the grievance package to the Associate Provost for Academic Affairs, Southern Oregon University, 1250 Siskiyou Blvd., Ashland, OR 97520.
5. Both the student and the instructor will be notified when a meeting of the Academic Appeals Committee has been scheduled. The Division Director and/or Program Chair may also initiate a request to be heard as part of the process. All parties will be notified of the committee's decision within 10 days of the grievance meeting.

Date \_\_\_\_\_ ID # \_\_\_\_\_

Student's Name \_\_\_\_\_  
LAST FIRST

Local Address \_\_\_\_\_

Local Phone \_\_\_\_\_ EMAIL \_\_\_\_\_

Contested course name and course number \_\_\_\_\_

Term and Year taken \_\_\_\_\_ CRN \_\_\_\_\_

Instructor's name \_\_\_\_\_

Grade Received \_\_\_\_\_

# SOUTHERN OREGON UNIVERSITY

## Academic Appeals Committee Decision

Date Approved \_\_\_\_\_ Date Denied \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Signature \_\_\_\_\_

Record of the final decision will be placed with the student's official academic record in the Enrollment Services Center.

Policy Title:	Grading Grievance Policy
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Governing Body:	Southern Oregon University	Policy Number:	AAD.055 (573-095)
Policy Contact:	Associate Provost	Date Revised:	August 2018
Custodial Office:	Academic and Student Affairs	Date Approved:	August 17, 2018
Approved By:	President	Next Review:	
Related Policy:	Enrollment Policy Appeals Policy		

### Revision History

Revision Number:	Change:	Date:
	Policy adopted from OAR 573-095	July 2014
1	Revision	August 2018

### A. Purpose

To provide a process by which a student may grieve the process for determining a course grade.
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### B. Policy Statement

1. Students may attempt informal resolution to a grade that they wish to dispute following any procedure established by the Program or Division that sponsored the class. If the student chooses not to resolve the dispute informally, or if the informal resolution is unsuccessful, the student may request a grade grievance, provided that the student seeks to grieve the process used to determine the grade rather than the grade itself. M, I and E grades are not eligible for grievance.
2. The grievance must be submitted to the Associate Provost no later than 180 calendar days following the date that the final grade was posted to the student’s academic record by the University Registrar. In extenuating circumstances, exceptions may be granted pending review and approval by the Associate Provost.
3. The grievance request must be submitted in writing to the Associate Provost and may include supporting documentation, such as course syllabus, assignments, learning management system (LMS) content, or grading rubrics.

4. Should the Associate Provost determine that the grievance meets the criteria for consideration in a Grading Grievance Hearing, a Grievance Committee shall be convened.

5. The Grievance Committee will consist of five members, at least three of whom shall be teaching faculty serving as members of the current Academic Standards Committee. One member may be a student. No faculty member from the program in which the course was offered may serve on the Grievance Committee. The Associate Provost shall serve as a non-voting member and chair of the Grievance Committee.

6. The Grievance Committee will be provided all pertinent materials, including the written grievance, any statements made by both the student and the instructor, and any other related information required to make a determination.

7. Both the student and the instructor will be provided the opportunity to appear at the hearing to address the Grievance Committee, but neither will be compelled to do so.

8. The Grievance Committee will make a determination within 10 business days of the Grievance hearing and will provide a written record of their decision to the student, the instructor, the Chair and Division Director of the program offering the course, and the University Registrar.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

### C. Policy Consultation

Academic Policies Committee, Faculty Senate and Policy Council. Policy was posted on August 8, 2018 for community comment.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.