



**RU Policy No. 0.2**

**Responsible Division:** Office of Academic Affairs

**Originally Issued:** 07/2018

**Last Revised:** 07/2018

**Revised Effective Date:** 08/2018

**Final Grade Policy and Appeals Procedure**

***Policy Statement***

This Policy and Appeals Procedure addresses a student's rights and responsibilities with respect to appealing a final grade they receive in a course.

The University reserves the right to modify or amend this Policy and Appeals Procedure at any time, at its sole discretion. Any change to this Policy and Appeals Procedure will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy and Appeals Procedure does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer.

Unless otherwise stated, the following terms shall apply to this Policy and Appeals Procedure:

- **"Faculty Member"** shall refer to the instructor teaching the course in which the Student is appealing a grade.
- **"Student"** shall refer to a current Roosevelt University undergraduate or graduate student.

***Policy and Procedure***

A Student shall follow this Policy and Procedure to review a final grade.

In matters related to grades, the Faculty Member's judgment is normally deemed final and conclusive; however, the Student may appeal the professional judgment exercised by the Faculty Member in assigning a grade, but only when the Student reasonably believes that one of the following circumstances occurred:

1. The grade resulted from a deviation in the Faculty Member's established and announced grading procedures;

2. The Faculty Member made an error in applying the grading procedures;
3. The Faculty Member modified the grade for a non-academic reason; or
4. The Faculty Member made a gross error in judgment.

**Step 1: Instructor Conference** – As a first step, the Student shall request, in writing, a conference with the Faculty Member to explain the reason for the appeal and to seek a resolution. The request must be made no later than five (5) business days after the grade is posted to the Student’s official transcript. The Faculty Member shall make every effort to conduct the conference no later than three (3) business days from the date of the Student’s request, and to render a decision no later than three (3) business days from the date of the conference.

**Step 2: Department Chair/Program Director Conference** – If the Student is not satisfied with the Faculty Member’s appeal decision, they may appeal to the Department Chair/Program Director (“Chair”) by doing the following, no later than three (3) business days from the date of the Faculty Member’s appeal decision: (1) requesting, in writing, a conference with the Chair; (2) specifying the reason for the appeal; and (3) providing supporting evidence, where appropriate.

The Chair shall make every effort to conduct the conference within seven (7) business days from the date of the Student’s request, and to conduct an investigation, prepare a written report of their findings, and deliver the findings to the Student and Dean of the College (and, if the grade is overturned, to the Faculty Member) within seven (7) business days from the date of the Chair’s conference with the Student.

**Step 3: Dean Conference** – If the Student is not satisfied with the Chair’s appeal decision, they may appeal to the Dean of the College or their designee (“Dean”) by doing the following, no later than three (3) business days from the date of the Chair’s appeal decision: (1) requesting, in writing, a conference with the Dean; (2) specifying the reason for the appeal; and (3) providing supporting evidence, where appropriate.

The Dean shall make every effort to conduct the conference within seven (7) business days from the date of the Student’s request, and to conduct an investigation, prepare a written report of their findings, and deliver the findings to the Student and Provost (and, if the grade is overturned, to the Faculty Member and Chair) no later than seven (7) business days from the date of the Dean’s conference with the Student.

**Step 4: Appeal to the Provost** – If the Student is not satisfied with the Dean’s appeal decision, they may appeal to the Provost by doing the following, no later than three (3) business days from the date of the Dean’s appeal decision: (1) specifying the reason for the appeal; and (2) providing supporting evidence, where appropriate.

The Provost shall make every effort to conduct an investigation, prepare a written report of their findings, and deliver the findings to the Student (and, if the grade is overturned, to the Faculty Member, Chair, and Dean) within seven (7) business days from the date of the Student's appeal to the Provost.

***Entities Affected by this Policy***

All Divisions of the University.

***Related Documents***

None.

***Revision and Implementation***

The Provost and Executive Vice President for Academic Affairs shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

The Provost and Executive Vice President for Academic Affairs (and/or, as authorized by the EVP, the University Registrar) shall have the authority to establish any procedures necessary to implement this Policy and Appeals Procedure.