



## ACADEMIC AFFAIRS POLICY

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**NUMBER/TITLE:** AA-112, FINAL GRADE APPEAL

**Covered Individuals:** All Students and Faculty

**Covered Locations:** All Locations

**Effective Date:** May 19, 2021

**Strategic Priority:** SP 1.1 and 1.2

**HLC:** Criterion 2.A

**Consultations:** VPASA, Academic Deans, VPEDMF, Director of FA, Registrar, Faculty (Academic Affairs Committee)

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### POLICY STATEMENT

To provide students with a safeguard against receiving an unfair final grade while respecting the academic responsibility of the instructor.

### PURPOSE

The final grade for any given course is based on the achievement or success of the student, as defined by the individual instructor. This may be a quantitative score or a qualitative and subjective decision. The grade received for a course is final unless the instructor makes a formal grade change. If a student wishes to appeal a final grade they feel was determined incorrectly; the student must complete the process outlined in this policy within six weeks after the final grade was posted in myUIU.

### DEFINITIONS

*Business Operating Days:* Business days for UIU, include days that the University is open Monday - Thursday; 8:00 a.m. - 5:00 p.m. and Friday 8:00 a.m. - 3:00 p.m. CST.

*Grade Appeal:* The process a student may follow if they feel that a final grade submitted for a course was determined incorrectly.

*Final Grade:* final posted class grade in UIU Portal, myUIU.

### POLICY IMPLEMENTATION

Students at UIU wishing to appeal a final grade will follow the Final Grade Appeal Process outlined below:

1. If the student disputes a final grade, the instructor of record must be contacted by the student within seven UIU business days of the final grade being posted in myUIU. The instructor of record and student should make every effort to resolve the concern with the final grade within 14 UIU business days of the final grade being posted in myUIU. **This must occur before the formal grade appeal process begins.**
  - a. If the concern is resolved by both the student and the instructor of record, if necessary, the instructor of record will submit a final grade change form to the Department Chair and Registrar.
  - b. If the concern is not resolved and the student does not agree with the decision of the instructor of record, the student may begin the formal final grade appeal

process. The formal final grade appeal process involves levels of review beyond the instructor of record. The student is required to provide evidence of communication with the instructor or attempted email correspondence after the final grade has been posted in myUIU to begin the formal process.

2. The student may appeal the decision of the instructor of record to the Department Chair/Director, in which the class resides. A student must submit this appeal within 19 UIU business days from the final grade being posted in myUIU. The Chair or Director of the department will investigate and may meet with the student or additional personnel, as needed.
  - a. The Chair/Director of the department, in which the class resides will render a decision in writing to the student and instructor, within ten UIU business days.
3. The Chair or Director of the department will submit a final grade change to the Registrar if the final grade appeal is successful.
4. The student may appeal the decision of the Chair/Director to the Dean of the School, in which the class resides only if new and compelling evidence can be provided in support of the final grade appeal. A student must submit this appeal within five UIU business days from the denial by the Chair/Director. The Dean will review the new evidence and render a final decision within ten UIU Business days. The decision of the Dean is final.
  - a. The Dean of the School, in which the class resides will submit a final grade change to the Registrar if the final grade appeal is successful.

**The final grade appeal process must conclude in six weeks of the final grade posted in myUIU.**

\*If a final grade is to be appealed in a class, in which the instructor is also the Chair/Director of the Department, in which the class resides, the appeal will go directly to the Dean of the School, in which the class resides. Any subsequent appeal, in which new and compelling evidence is presented will go to the Vice President for Academic and Student Affairs (VPASA). The VPASA will submit a final grade change to the Registrar if the final grade appeal is successful.

**CUSTODIAN**

Vice President for Academic and Student Affairs

**RELATED DOCUMENTS, FORMS, AND POLICIES**

AA-112.A, Final Grade Appeal Form (Supplemental Form)

**HISTORY**

<b>New/Revision Number</b>	<b>Date of Action/Approval</b>	<b>Revision Change</b>
AA-112	February 14, 2023	Policy put into new template.
AA-112	May 19, 2021	PC approved policy.
AA-112	April-May 2021	Policy developed from pre-existing procedure within Academic Affairs.