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**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 23-A-6**

Approved by the Faculty Senate  
April 3, 2024

**BRIEF SUMMARY:** This bill revises the Procedures section of "Grade Appeal" in Chapter 3.

**REVISING GRADE APPEAL PROCEDURES**

**BE IT RESOLVED THAT:** Subject to the passage and approval of this bill, the "Grade Appeal Procedures" section in Chapter 3 of the *Faculty Handbook* will be replaced by this bill.

**Grade Appeal Procedures**

1 The grade appeal procedure is primarily for the review of allegedly arbitrary and capricious  
2 grading, and not for review of the instructor's evaluation of the student's academic performance.

3 In order to maintain accurate records, faculty members are recommended to retain certain  
4 items for various time periods.

5 1. Grade records and class outlines should be retained for at least one year following the  
6 completion of a course.

7 2. Course papers/projects/etc. should be retained by the instructor for at least one year  
8 following the completion of a course. When graded assignments are returned to students  
9 during a course, students should be alerted to retain these materials themselves until the  
10 grading and appeal periods have been completed.

11 Students should be encouraged to resolve immediate grading questions when they occur and  
12 keep copies of exams, projects, and other graded assignments at least until grade reports are  
13 received following the completion of a course.

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15 **Appeal Steps**

16 **Step 1.**

17 If the final course grade is in question, the student should first discuss the grade fully with the  
18 instructor of the course. This informal appeal may occur at any time within the first six weeks of  
19 the next regular semester (Fall or Spring) following the receipt of the grade, but it is strongly  
20 suggested that this inquiry take place as soon as possible.

21 If an informal appeal does not resolve the problem, the student may file a formal written  
22 appeal to the instructor by October 1 (Fall semester) or March 1 (Spring semester). The written

23 appeal should include the basis for the appeal and copies of pertinent documents which support  
24 the appeal. The letter should include the full name of the student, the student's ID number,  
25 course number, course title, semester and year enrolled, section number, and the name of the  
26 instructor. The instructor of the course should respond in writing to this appeal request within  
27 two weeks of receiving the request and no later than October 15 (Fall) or March 15 (Spring). If  
28 the instructor is no longer available on campus, the department chair may try to contact the  
29 instructor or may act in place of the instructor. The unavailability of the instructor may  
30 necessitate a slight change in time frame, if so determined by the department chair.

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32 **Step 2.**

33 If the matter cannot be resolved by interaction with the instructor for any reason, the student  
34 may file a written appeal with the department chair within two weeks of receiving the  
35 instructor's response, or by November 1 (Fall) or April 1 (Spring). The department chair may  
36 request a meeting with the student and the instructor to mediate a possible settlement and must  
37 respond to the appeal within two weeks, or by November 15 (Fall) or April 15 (Spring). It is  
38 neither the right nor within the responsibility of the department chair to change the grade, but  
39 rather, to find whether any error may have been made and to counsel the faculty member  
40 accordingly. If the instructor is no longer available on campus, the department chair may try to  
41 contact the instructor or may act in place of the instructor. The unavailability of the instructor  
42 may necessitate a slight change in time frame, if so determined by the department chair. In the  
43 event that the department chair is the instructor whose grade is being questioned, the college  
44 dean will function as noted above. Should the dean or other administrative officer be the  
45 instructor whose grade is being questioned, the chair of the department to which the  
46 administrator is assigned will handle the appeal process.

47 If the student still believes the grade was issued in error, one step further may be taken.

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49 **Step 3.**

50 If the matter is still not resolved through mediation with the department chair, a three-  
51 member committee shall be appointed by the chair to handle the final appeal. This committee  
52 shall be made up of three full-time faculty members who have been employed at the university  
53 for a minimum of 5 years of continuous service. Only one member of the committee may be an  
54 RNTT and at least two of whom should be from outside the department in which the appeal was  
55 initiated. The committee may be a regular standing committee or a committee specially convened  
56 as circumstances warrant. The instructor of the course in question cannot be a member of the  
57 committee. A written appeal, including supporting documentation, must be made by the student  
58 to this committee. This appeal should be received in the departmental office no more than two  
59 weeks following the department chair's recommendation. The committee shall then investigate  
60 the matter, consult with the instructor whenever possible, and render a decision within one

61 month. The committee may reject the student's appeal, or affirm it and change the grade. The  
62 decision of the faculty appeal committee constitutes the final level of university appeal available  
63 to the student.

64 Under no circumstances may a grade appeal be initiated more than one semester after the  
65 grade has been issued.

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67 *Approved by Faculty Senate 2/16/00, Board of Regents Approval 3/24/00*

68 *Approved by Faculty Senate 1/30/13, President Approval 4/4/13, 15-Day Review 4/11/13*

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<b>Action</b>	<b>Date</b>
Introduced to Senate	3/20/2024
Second Senate Meeting	4/3/2024
Faculty Senate Vote	4/3/2024
President's Review	4/9/2024

Posted to Faculty Handbook

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