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**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

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

Approved by the Faculty Senate  
02/22/2023

**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 the  
19 next regular semester (Fall or Spring) following the receipt of the grade, but it is strongly suggested  
20 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 appeal  
22 to the instructor by October 1 (Fall semester) or March 1 (Spring semester). The written appeal  
23 should include the basis for the appeal and copies of pertinent documents which support the  
24 appeal. The letter should include the full name of the student, the student's ID number, course

25 number, course title, semester and year enrolled, section number, and the name of the instructor.  
26 The instructor of the course should respond in writing to this appeal request within two weeks of  
27 receiving the request and no later than October 15 (Fall) or March 15 (Spring). If the instructor is  
28 no longer available on campus, the department chair may try to contact the instructor or may act in  
29 place of the instructor. The unavailability of the instructor may necessitate a slight change in time  
30 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 instructor's  
35 response, or by November 1 (Fall) or April 1 (Spring). The department chair may request a meeting  
36 with the student and the instructor to mediate a possible settlement and must respond to the  
37 appeal within two weeks, or by November 15 (Fall) or April 15 (Spring). It is neither the right nor  
38 within the responsibility of the department chair to change the grade, but rather, to find whether  
39 any error may have been made and to counsel the faculty member accordingly. If the instructor is  
40 no longer available on campus, the department chair may try to contact the instructor or may act in  
41 place of the instructor. The unavailability of the instructor may necessitate a slight change in time  
42 frame, if so determined by the department chair. In the event that the department chair is the  
43 instructor whose grade is being questioned, the college dean will function as noted above. Should  
44 the dean or other administrative officer be the instructor whose grade is being questioned, the  
45 chair of the department to which the administrator is assigned will handle the appeal process.

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

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48 **Step 3.**

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

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

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Date and Version: 2/22/2023  
Handbook Section: "Grade Appeal Procedures" in Chapter 3, Final Version  
Proposed Change: Revising the Procedures section  
Source of Bill: Faculty Senate Academic Affairs Committee

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65 *Approved by Faculty Senate 2/16/00, Board of Regents Approval 3/24/00*  
66 *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	
Faculty Senate Vote	
President's Review	
Posted to Faculty Handbook	

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