

**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. ~~There are:~~

- 5 1. Grade records. ~~These and class outlines~~ should be retained for at least one year following  
6 the completion of ~~an academic year a course.~~
- 7 2. ~~Class outlines. These should be retained for at least one year following the completion of an~~  
8 ~~academic year~~
- 9 3. Course papers/projects/etc. ~~These~~ should be retained by the instructor for ~~a period of~~ at  
10 least one ~~semester year~~ following the completion of a course. When graded assignments are  
11 returned to students during a course, students should be alerted to retain these materials  
12 themselves until the grading and appeal periods have been completed.

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

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17 **Appeal Steps**

18 **Step 1.**

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

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

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

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### 34 **Step 2.**

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

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

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### 51 **Step 3.**

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

65 ~~themselves~~. The decision of the faculty appeal committee constitutes the final level of [University](#)  
66 appeal [available](#) to the student.

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

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

71 *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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