



Graduate Grade Appeal Policy	
Responsible Official: <b>Dean of the Graduate School</b>	Responsible Office: <b>Graduate School</b>

### Policy Purpose

This policy specifies how an ETSU graduate student may file an appeal of a final course or comprehensive exam grade.

### Policy Statement

A student may file an appeal of a course grade or comprehensive exam grade. The student must follow the procedures of this policy for an appeal to be considered at each level of review. The student has the burden of proof in a grade appeal proceeding. The committee will be provided guidelines for reviewing the case and the threshold for the burden of proof. If the student is otherwise eligible for graduation in the semester in which the grade is issued, the appeal will be considered as soon as possible. It is the student's responsibility to contact the Office of Financial Aid about the implication of a grade change on their financial aid package.

If a student fails to meet a procedural deadline, the appeal will not move forward, unless the student provides evidence of extraordinary circumstances as soon as practically possible (e.g. car accident, hospitalization, family emergency, etc.) to the Dean of the Graduate School. The decision of the Dean or designee on whether to grant an exception to a deadline is final. If a faculty member or department chair fails to meet a procedural deadline, the appeal automatically moves to the next step.

A Grade Appeal Hearing Panel member who discusses the grade appeal with the involved faculty member or the student outside of the formal hearing panel proceedings shall be automatically disqualified from any further proceedings of the case.

The decision of the Dean of the Graduate School or designee on a grade appeal is final.

Authority: § 49-8-203

Previous Policy: Graduate Catalog

### Defined Terms

*A Defined Term has a specific meaning within the context of this policy.*

Comprehensive Exam:	A comprehensive (oral and/or written) exam given in graduate programs to test a broad base of material and demonstrates capacity to complete a thesis, dissertation, or graduate coursework. These exams may also be called “comps,” “preliminary exams,” “prelims,” “qualifying exams” or “qualifiers.”
Graduate Appeal Hearing Panel:	Consists of three graduate faculty members and three graduate students appointed by the Dean of the Graduate School. All hearing panel members must be outside of the academic college of the instructor and student. All hearing panel members have voting privileges. The Hearing Panel select a chair from among its members.

## Policy History

### Effective Date

Initial: 03/10/2022

Revised:

## Procedure

To file an appeal of a final grade or comprehensive exam, a student follows the following procedures:

- I. Level One-Instructor Review.
  - A. A student contacts the instructor or committee (in the case of a comprehensive exam) to schedule a meeting (in-person, phone, or video) within ten (10) business days of the official start of the following semester, not including Summer terms. If the instructor is no longer employed at ETSU, the student moves directly to Level Two.
  - B. If the grade is assigned during the Fall, the timeline begins in the following Spring semester. For grades assigned during the Spring or Summer, the timeline begins in the following Fall semester.
  - C. The student explains his/her position to the instructor and attempts to understand the instructor’s reasons for assigning the grade.
  - D. If an agreement/understanding is reached, the process ends. In the event of an impasse between the student and faculty member, the student may move the appeal forward by following the procedure outlined in Level Two.
- II. Level Two—Department Review.

#### A. Student Responsibility.

The student files a written appeal with the department chair or appropriate unit head of the department in which the course is offered within ten (10) business days of the date of the conference with the faculty member in Level One.

The written appeal should be concise and specific and limit itself to citations of evidence pertaining to valid grounds for an appeal. The written appeal includes the following:

- i. The student's name, E#, course name and number, semester, and year the course was taken, instructor, and grade assigned
- ii. A brief description of Level One action taken including date(s) (unless the faculty member is no longer employed at ETSU)
- iii. Specific reason(s) the student believes the grade was assigned in a malicious, capricious, erroneous, or arbitrary manner
- iv. Statement of special circumstances or considerations, if any
- v. Resolution sought
- vi. Course requirements completed, including documentation (e.g. exams, papers) if available.
- vii. A list of any items used in evaluation for which the student cannot provide documentation (e.g. unreturned exams, grades on class participation, attendance records), if any
- viii. Course syllabus
- ix. Other pertinent information

#### B. Review of the Appeal.

Within fourteen (14) business days of receiving the appeal, the Department Chair/Unit Head reviews the documentation, discusses with the instructor and/or pertinent individuals, and issues a written statement. The written statement is part of the appeal record. In cases where the Department Chair/Unit Head is the instructor who assigned the grade the student is appealing, the Dean in whose college the department is located assumes the duties of the Department Chair/Unit Head in the process.

The Department Chair/Unit Head may attempt, but is not required, to seek a resolution by agreement. Although the Department Chair/Unit Head does not have the power to change the grade at this point, the Department Chair/Unit Head issues a written statement of finding to the instructor and student. This written statement indicates whether an informal resolution has occurred, an overview of the Department Chair/Unit Head's findings, and a recommendation concerning the appeal.

- i. Finding in Favor of the Student.
  - a. If the Department Chair/Unit Head determines that the grade is

inappropriate, the finding will recommend that the faculty member change the grade. The faculty member may or may not concur with this recommendation.

- b. The faculty member has ten (10) business days to submit a written response indicating whether the grade will be changed, and if not, provide reasoning for not changing the grade. If the faculty member does not respond by the deadline, the Department Chair/Unit Head may change the grade.
- c. The Department Chair/Unit Head notifies the student in writing within ten business (10) days of receiving the faculty member's written response, informing the student if the faculty member will change the grade. If the grade is changed to the student's satisfaction, the matter is concluded. If the faculty member objects to the grade change, the Department Chair/Unit Head notifies the student of the right to move the appeal to Level Three.

ii. Finding Not in Favor of the Student.

If the finding is not in favor of the student, the Department Chair/Unit Head includes in the written notice that the student's options to either accept the decision and end the appeal or move to Level Three.

III. Level Three—Graduate Appeal Hearing Panel and Graduate Dean Review.

A. Student's Responsibility.

Within ten (10) business days of receiving the Department Chair/Unit Head's written statement, the student files a written appeal to the Dean of the Graduate School. This appeal includes all the elements submitted to the Department Chair/Unit Head in Level Two and includes all written statements from the Department Chair/Unit Head that were issued in Level Two.

B. Scheduling.

The Dean of the Graduate School:

- i. Notifies the student, faculty member, and Department/Unit Head that a grade appeal hearing will occur;
- ii. Forms a Graduate Appeal Hearing Panel; and
- iii. Schedules and notifies the parties of the hearing date.

A hearing should occur within thirty (30) business days of the student's written appeal to the Dean of the Graduate School.

C. Review of Appeal.

All written documentation is provided to the Graduate Appeal Hearing Panel for review prior to the hearing.

i. Hearing.

A hearing can proceed with one missing panel member if both the faculty and student agree to continue. Without an agreement to continue, the hearing is rescheduled.

At the hearing, all relevant material is presented by the student, faculty member, department chair, and any others who may be called to assist the Graduate Appeal Hearing Panel.

Following the hearing, the panel presents its recommendation for a specific course of action regarding the student's appeal to the Dean of the Graduate School within fourteen (14) business days. The recommendation includes a tally of the vote taken and reasoning to support the recommended course of action.

ii. Final Decision.

The Dean of the Graduate School reviews the Graduate Appeal Hearing Panel's recommendation and reasoning. The Dean of the Graduate School may also confer with any of the parties involved. After consideration of all appropriate information, the Dean or designee provides a written statement that accepts, rejects, or modifies the recommendation.

The Dean of the Graduate School notifies the student, the faculty member, the chair of the Hearing Panel, the department chair, and any other relevant individuals of the outcome of the appeal.

a. Finding in Favor of the Student.

If the Dean of the Graduate School or designee finds in favor of the student, the Dean or designee will notify the Registrar to change the student's grade, if applicable. Other resolutions will be addressed as appropriate.

b. Finding Not in Favor of the Student.

If the Dean of the Graduate School or designee does not find in favor of the student, the Dean or designee notifies the student in writing within fourteen (14) days that the grade shall stand.

IV. Withdrawal of Appeal.

A student may withdraw a grade appeal at any level without prejudice. However, the deadlines

outlined in this policy continue to apply if the student decides to continue with the process at a later time.

## Procedure History

### Effective Date

Initial: 03/10/2022

Revised:

## Related Form(s)

## Scope and Applicability

Primary:

Secondary: