**APPROVAL PAGE FOR PROPOSALS**

**Academic Affairs Council**

**Submission Information**

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| **Cheyney University Policy Number:** | AA 2010-1027 |
| **Policy Type:** | Grade Appeal |
| **Approved by:** | Academic Affairs Council |
| **History:** | Revised 2-17-2009; Revised 10-8-2018 |
| **Related Policy(s):** | N/A |
| **Additional References:** | N/A |

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| **A: Purpose** | The purpose of this policy is to provide a process for redress of grievance between a student and faculty member concerning a final grade in a course taken at Cheyney University. |
| **B: Scope** | This policy applies to students. |

**Rationale Information**

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| **D. Policy & Procedure(s)**  I. Introduction  This grade appeal policy provides a process for redress of grievance between a student and a faculty member concerning a final grade in a course taken at Cheyney University. Two important points to be kept in mind concerning the application of this policy are: (1) all uses of the word "grade" in this policy refer to the final grade in a course; (2) the Academic Affairs Council may consider changing the grade to a W (withdraw). Any requests for changes to specific letter grades (for example a change from a D to a C) would not be considered by the AAC.  All academic rights and privileges of faculty members are to be honored in this process, and changes in final course grades are to be made only when there is clear evidence of unsubstantiated academic evaluation. Students shall not suffer academic recrimination because of participation in this procedure.  If a grade change appeal is not resolved during the preliminary steps of this procedure, and the student wishes to pursue further an appeal for a change of grade, the student may file a Grade Appeal Petition (see Section III.C.) This petition must be filed no later than the end of the ninth week of the next regular semester.  II. Preliminary Steps  In both the preliminary steps outlined here and, in the step involving the Academic Affairs Council, the only issue under consideration will be whether the student can present evidence that his or her final grade reflects unsubstantiated academic evaluation by the faculty member. In pursuing a grade change appeal, the student will proceed as follows:  A. The student shall first discuss the matter with the faculty member directly involved to resolve the matter. The faculty member shall have one week to change the grade or forward the matter to their department chair.  B. If there is no resolution with the faculty member, the student shall discuss the matter with the chairperson of the faculty member's department. The department chair shall have one week after meeting with the student to make recommendations, after which the appeal shall be forwarded to the dean. If the department chairperson is the person who gave the grade, the appeal shall be forwarded directly to the dean (see C.).  C. If there is no resolution through the department chairperson, the student shall discuss the matter with the dean, who shall attempt to resolve the matter after consideration of the evidence.  D. If the above steps do not lead to resolution, the appeal will be referred to the Academic Affairs Council for final consideration. The AAC has the option to either let the grade stand or change it to a W (withdraw).  The decision of the Academic Affairs Council is final. |

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| **Date Received from the AAC:** | 10/5/18 |
| **AAC Approval Date:** | 10/8/18 |
| **Provost Signature:** |  |
| **President Signature:** |  |