

WILLIAM CAREY UNIVERSITY
GRADE APPEAL INSTRUCTIONS

Faculty members of William Carey University are responsible for assigning appropriate course grades in a fair and equitable manner based upon the requirements stated in the course syllabus. Students may appeal final course grades based upon a factual claim that a grade was incorrectly or unfairly determined. The student should first communicate any questions or concerns about the grade with the instructor and attempt to resolve the matter informally without engaging in a formal appeal.

Informal Appeal

Students are responsible for making every attempt to resolve issues informally and immediately prior to any formal appeal. The informal procedure includes:

- 1.) First meeting with the course instructor to make a written request to resolve the issue.
- 2.) If the issue remains unresolved, the student may file a written statement to one of the following: the department chair, program director, or Dean if on the Hattiesburg Campus or the Vice President of the Tradition Campus if on the Tradition Campus. The statement must be provided within one working day of meeting with the course instructor. A meeting is to be arranged with the involved parties within three working days to attempt to find a resolution. All actions taken should be documented.
- 3.) If the issue remains unresolved, the student may file a formal appeal requesting resolution of the issue. Forms for this procedure are below and should be submitted within 10 working days of the original occurrence to the Dean of the appropriate school to enact the Formal Grievance Process.

Formal Appeal

The procedure for a formal appeal is as follows:

- 1.) The formal appeal is initiated by the student by completing and submitting the appeal form (a copy is attached hereto), with any accompanying documents, to the office of the Dean of the school offering the course. All correspondence should be made via the student's official WCU email address.
- 2.) Upon receipt of the written appeal, the Dean will review the matter to determine if the issues meet one of the following three criteria. A formal appeal is allowed only in cases where there is evidence from the student of one of the following:
 - a. Miscalculation on the part of the instructor in determining the final course grade;
 - b. A departure from the standards of evaluation stated in the course syllabus; or,
 - c. Unfair treatment of the student by the instructor which resulted in the student being evaluated on some other basis than the student's academic performance.A student who initiates a formal appeal must accept the burden of proof for providing evidence on which an appeal can be considered.
- 3.) If the appeal fails to meet one of the three criteria, it is dismissed and does not continue further in the process.
- 4.) If the appeal does meet the required criteria, the Dean will review the student's appeal, investigate the matter, and issue a decision. The appeal will end either upon a decision by

the Dean to grant the appeal or a decision by the student to accept the ruling, which will be attested to on the appeal form.

- 5.) If the appeal remains unresolved, the Dean will forward the matter to the appropriate appeals committee (Academic Standing Committee (Undergraduate) or Graduate Academic Appeals Sub-Committee of the Graduate Committee (Graduate)). The Appeals Committee will schedule a hearing and notify the student and involved faculty member, who may appear. This is an administrative process and not a legal proceeding; therefore, no legal counsel may attend the hearing.
- 6.) If the appeal still remains unresolved, it may proceed for a final review to the Associate Provost for Academic Affairs. Upon receiving the appeal, the Associate Provost will review the appeal and its previous rulings and make the final ruling. **The decision of the Associate Provost for Academic Affairs is the ultimate and final ruling on any grade appeal.**

Appeal Timeline

The intent of this appeal process is to provide for a means to give reasonable consideration to students' grade appeals in a timely manner. Therefore, a grade appeal must be initiated prior to the end of the second week (10 business days) of the subsequent term following the term of the course grade being appealed, regardless of whether the student is enrolled in the subsequent term.

Response by a university representative should be made within 5 business days of receiving the appeal, with the exception of the Appeals Committee hearing, which should take place within 10 business days of receiving the appeal. A Committee decision should be made within 5 business days of the hearing. This timeline provides means for the resolution of a grade appeal within approximately six weeks.

Confidentiality shall be maintained in all procedures. Students are not allowed to tape any meetings or hearings during the grievance process.

WILLIAM CAREY UNIVERSITY**FORMAL GRADE APPEAL FORM****(This page is to be completed by the student)**

Student's Name: _____ Student ID#: _____

Local Address: _____

Telephone: _____

Classification: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

Major: _____

Advisor: _____

Course for which the grade is being appealed:

Prefix: _____ Number: _____ Section: _____ Title: _____

When taken: Term: _____ Year: _____

Instructor's Name: _____

Grade Received: _____ Grade Expected: _____

The student must attach a written and signed explanation for the basis of the grade appeal, which must give specific evidence of one of the following conditions:

1. Miscalculation on the part of the instructor in determining the final course grade;
2. A departure from the standards of evaluation stated in the course syllabus; or,
3. Unfair treatment of the student by the instructor which resulted in the student being evaluated on some other basis than the student's academic performance.

Student Signature: _____ Date: _____

The student is to deliver the Grade Appeal Form, along with any accompanying documents to the office of the Dean of the School offering the course of the grade appealed.

Formal Appeal Review Form
(to be completed by Faculty/Administration)

Dean:

On _____ I communicated with _____ (student's name) for the purpose of hearing a grade appeal. The contact was by _____ (indicate whether in person, by telephone, or email). Based on my review, the appeal is (select one of the following):

Granted, _____ changing the grade to _____. Denied _____

Dean's Printed Name

Signature

Date

Student's Response (mark one of the following):

_____ I accept the decision.

_____ I do not accept the decision and appeal to the appropriate Committee.

Appeals Committee:

On _____ the _____ Committee conducted a hearing for the grade appeal of _____ (student's name). The contact with the student was by _____ (indicate whether in person, by telephone, or email). Based on our review, the appeal is (select one of the following):

Granted, _____ changing the grade to _____. Denied _____

Chair's Printed Name

Signature

Date

Student's Response (select one of the following):

_____ I accept the decision.

_____ I do not accept the decision and appeal to the Associate Provost.

Associate Provost:

On _____. I reviewed the grade appeal of _____ (student's name). The appeal is (select one of the following):

Granted, _____ changing the grade to _____. Denied _____

Associate Provost for Academic Affairs

Date