

**MOTION:**

The Faculty Senate moves to adopt the following changes to the UAF Grade Appeals Policy.

Effective: Immediately

Rationale: The Grade Appeals Policy was last revised in 2013. The current revisions bring the policy in line with Board of Regents' Policy (Chapter 09.03 - Student Dispute Resolution). It clarifies the informal and formal procedures, and



extended campuses the director of the campus may substitute for the dean/director of the unit offering the course or program.

G. ~~The "final grade" for the purposes of this policy~~ is the grade assigned for a course upon its completion.

H. ~~A "grading error" is a mathematical miscalculation of a final grade or an inaccurate recording of the final grade.~~

**HI.** The "next regular semester" is the fall or spring semester following that in which the disputed academic decision was made. For example, it would be the fall semester for a final grade issued for a course completed during the previous spring semester or summer session. The spring semester is the next regular semester for an academic decision made during the previous fall semester.

### III. Procedures

#### A. *Informal Procedures*

Errors by an instructor in determining and recording a grade or by the university staff in transcribing the grade are sources of error that can be readily corrected through the student's prompt attention following the normal change of grade procedure.

##### **1. *Review the UAF Appeal of Grade form.***

~~2.~~ It is a student's obligation to notify the instructor of ~~any possible error~~ ***in writing with an explanation of the perceived grading error within 15 class days of the next regular semester (i.e., fall semester for grade issued at the end of the previous spring semester or summer session; spring semester for grade issued at the end of the previous fall semester).*** ~~immediately by the most direct means available. If this is through an oral conversation and/or the issue is not immediately resolved, it is the student's responsibility to provide the instructor with a signed, written request for review of the grade, with a copy to the unit department chair and the dean of the college or school in which the course was offered. A copy of the request should also be provided to the department chair.~~

~~2.~~ Notification must be received by the instructor and/or department chair within 30 class days after the beginning of the next regular semester (i.e., fall semester for grade issued at the end of the previous spring semest

4. If the student does not receive a response from the instructor or the unit department chair by the required deadline, the student must seek the assistance of the dean of the college or school in which the course was offered.



~~college or school in which the course was offered. This person shall be a member of the Faculty Senate (including alternate members). The Senate member shall be appointed by the Faculty Senate President.~~

~~d. c.~~ The fifth member to be appointed by *the Associated Students of the University of Alaska Fairbanks (ASUAF)* ~~the dean~~ will be a non-voting student representative.

~~e. d.~~ ~~The campus judicial officer or his/her designee~~ A *facilitator* shall serve as a nonvoting *member* ~~facilitator~~ for *formal* grade appeals hearings. This individual shall serve in an advisory role to help preserve consistent hearing protocol and records.

*e. In the case of a grade appeal from a graduate student, a representative of the graduate school may serve on the committee in a nonvoting capacity.*

5. The committee must schedule, within 10 *class* days ~~of instruction~~ from receipt of the student's request, a mutually agreeable date, time and location for the appeal hearing. If the request for appeal is received any time other than during a regular semester, then the hearing must be scheduled on or before the 10th *class* day ~~of instruction~~ of the next regular semester.

a. During this and subsequent meetings, all parties involved shall protect the confidentiality of the matter according to the provisions of the Family Educational

within five *class* days of the decision, and will state clearly the reasoning for the dismissal of the request.

6. Acceptance for consideration of the student's request will result in the following:

a. A request for and receipt of a formal response from the instructor to the student's allegation.

b. A second meeting scheduled to meet within 10 *class* days of the decision to review the request.

1) The student and instructor will be invited to attend the meeting.

2) The meeting will be closed to outside participation, **and both the student** and ~~neither the student nor~~ **the** instructor may be accompanied by an advocate or representative. Other matters of format will be announced in advance.

3) The proceedings will be ~~tape~~ recorded and the **recordings** ~~tapes~~ will be stored with the campus **conduct office**. ~~Judicial Officer~~.

4) The meeting must be informal, non- confrontational and fact-finding, where both the student and instructor may provide additional relevant and useful information and can provide clarification of facts for materials previously submitted.

7. The final decision of the committee will be made in private by a majority vote.

a. Actions which the committee can take if it accepts the student's allegation of arbitrary and capricious grading must be directed towards a fair and just resolution, and may include, but are not limited to, the following:

1) direct the instructor to grade again the student's work under the supervision of the department chair,

2) direct the instructor to administer a new final examination and/or paper in the course,

3) direct a change of the student's registration status (i.e., withdrawn, audit, dropped) in the course.

b. The academic decision review committee proceedings will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:

1) the request for a grade change is denied.

grade in accordance with MAU *the University of Alaska Fairbanks* rules and procedures.

3) the request for a grade change is upheld; the course instructor is either unavailable to change the grade or refuses to, and the review committee directs the dean/director to initiate the process specified by MAU *the University of Alaska Fairbanks* rules and procedures to change the grade to that specified by the review committee.

c. A formal, written report of the decision must be forwarded to the student, instructor, department chair, dean and ~~Director of Admissions and Records~~ *registrar* within five *class* days of the meeting.

d. The decision of the committee is final.

### **Record of Changes to the Grade Appeals Policy:**

The following is a complete copy of the Grade Appeals Policy as passed by the UAF Faculty Senate at its Meeting # 56 (March 20, 1995) and amended at its Meeting #61 (February 5, 1996), Meeting #80 (May 4, 1998), Meeting #89 (September 27, 1999), Meeting #109 (May 6, 2002), Meeting #157 (March 2, 2009), Meeting #183 (May 7, 2012), Meeting #189 (March 4, 2013), and Meeting #215 (May 2, 2016).