

## Appealing Grades Policy

Students who feel they have a legitimate grievance over a grade should proceed as follows:

**Step One:** The student should consult the instructor as soon as possible to seek an explanation and try to resolve the problem. Only if this is unsuccessful, may the student then proceed to step two.

**Step Two:** The student should submit his case using the Grievance Petition, to the Academic Dean with a copy to the instructor, no later than six weeks after the beginning of the following semester.

The Academic Dean or the Assistant Academic Dean will then act as negotiator in attempting to resolve the dispute in an informal fashion, consulting with both parties, jointly or individually, and using any other means he deems appropriate – while naturally holding in confidence all written and oral statements. Should the Academic Dean be named as the instructor in the case, then the student should take the appeal to the Rector-President who will act as negotiator and replace the Academic Dean in all further steps of the appeal procedure.

If the above negotiations are unsuccessful, the Academic Dean, after deciding that the student has a case which warrants further action, will refer the matter to step three.

**Step Three:** The Academic Dean appoints an ad-hoc committee of two or three faculty members, who have some knowledge of the academic area in question, to review the matter. The Academic Dean, with the approval of these faculty members, may at his/her discretion co-opt one or more students to the committee as consultants. The committee will review the student's work in the course in question (papers, tests, etc.), together with the professor's evaluation (which can include class work and performances), taking into account the written procedure for grading that the professor has submitted at the beginning of his course to students together with the course syllabus (approved by the Academic Dean in the usual way). The committee's findings are by way of recommendation to the Academic Dean (either to retain or to change the grade). The committee will make every effort to achieve a consensus recommendation. In case of a tie vote, the Academic Dean will decide the matter (he may co-opt a further member to the committee).

**Step Four:** On the basis of the committee's recommendation, the Academic Dean makes the final decision whether to retain or change the grade; the decision becomes effective one week after the decision is announced. During this week, the Academic Dean's decision can be appealed by either the student or the instructor. Should the Academic Dean decide that the appeal is well grounded, he/she may direct a rehearing.