



Grade Appeals

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Policy Number: S - 13

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Effective: 12/01/2005
Last Updated: 3/5/2020

Responsible University Office:
Division of Health Sciences at IUPUC

Responsible University Administrator
Division Head

Policy Contact:
Senior Administrative Assistant, 812-348-7250

Scope

Indiana University Purdue University Columbus (IUPUC) Division of Health Sciences students.

Policy Statement

The purpose of the course grade appeal is to provide recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned. The proper chain of command steps a student should follow for resolution of problems and disputes are included in this policy.

Faculty have the authority and responsibility to fairly judge the quality of student work in the courses they teach, including written, examination, clinical, and laboratory performance.

Students have the right to appeal a final course grade assigned by a faculty member. The grounds on which a student may appeal a grade include prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned to other students. Additionally, a student may challenge the reduction of a grade for alleged scholastic dishonesty. Students appealing a grade must follow the appeal procedure listed in this policy.

The grade appeals procedure is designed to protect students from grade assignments that are inconsistent with policy followed in assigning grades to others in the course.

Procedures

1. Should a student have a concern about a course grade the student should follow the chain of command steps below:
 - a. First seek an appointment to discuss the grade with the course faculty member. The student should contact the faculty member in this case within five working days of receipt of the grade. A working day includes Monday – Friday excluding university holidays or other days that the university is closed for any reason. The grade may be received through a formal notification of the grade as may occur at the end of a clinical course, or through the grade posted on the university grade management system, whichever comes first.
 - b. The faculty member and an administrative representative will meet with the student within five working days to discuss the concern.
2. Following this meeting, if the student continues to believe an inappropriate grade has been assigned, the student should:
 - a. Within five working days, file an IUPUC Change of Grade Petition with the Registrar and seek an appointment with the Health Sciences Division Head and administrative representative.
 - b. Within five working days, the Health Sciences Division Head will meet with the student, consider evidence in the matter, and draw a conclusion which will be communicated to the faculty member and student.

Reference

IUPUC Change of Grade Petition: <https://students.iupuc.edu/grades/grade-changes/index.html>

History

Approved at Faculty Staff Council 4/26/2017. Last approved at Faculty Staff Council 4/2/20.

Approved at Synergy 2017.

Last reviewed by Policy and Procedures (P&P) Committee 3/5/2020.

Adapted from Division of Health Sciences Core policy number: H_04, old policy number VI-B-2.