

WAYNE STATE UNIVERSITY

COLLEGE OF ENGINEERING

GRADE APPEALS POLICY AND PROCEDURES

1.0 Basic Principles

- 1.1 Instructors are expected to evaluate student work according to sound academic standards. Course expectations should be clearly specified and grades should be assigned without departing substantially from announced procedures.

It is the instructor's prerogative to assign grades in accordance with his/her academic/professional judgment, and the student assumes the burden of proof in the appeals process.

- 1.2 Grounds for appeals are: (1) the application of non-academic criteria in the grading process, as listed in the university's non-discrimination and affirmative action statute: race, color, sex, national origin, religion, age, sexual orientation, marital status, or handicap; (2) sexual harassment; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.
- 1.3 These policy guidelines do not apply to allegations of academic dishonesty. Academic dishonesty matters should be addressed under the Student Due Process statute.
- 1.4 These policy guidelines apply only to the final class grade, and do not apply to scores for individual assignments or exams.

2.0 Appeal of Grades

- 2.1 Whenever a final grade is in dispute, a student may appeal to his/her instructor for an informal review. Should resolution fail, the student may request a formal review by the department. Formal appeals are limited to the grounds stated in 1.2 above.
- 2.2 Students should raise formal grade appeals in writing within 30 calendar days following official notification of grades for the term in which the disputed grade was awarded, whenever informal review fails to resolve a dispute. The student's first appeal should be directed to the instructor. Further appeals shall be directed to the department chairperson or program director and then to the Dean.
- 2.3 Instructors shall respond in writing to a formal written appeal within ten days of receiving the appeal. If the issue is unresolved, the student may within ten days lodge an appeal in writing with the department chairperson or program director.
- 2.4 Students shall be notified in writing of the department's/program's decision regarding the appeal within thirty days of its receipt.
- 2.5 Students who are dissatisfied with the department/program decision as stated in writing may lodge a formal written appeal with the Dean of the College within ten days of having received the department/program decision.
- 2.6 Students shall be notified in writing of the College's decision regarding the appeal within 30 days of its receipt.

- 2.7 Students/faculty may contact the Ombudsperson at any time for assistance with any problem associated with a grade decision or grade appeal.

3.0 Procedures within the College

- 3.1 Student written appeals and subsequent formal responses shall follow these guidelines.
- 3.2 To initiate the appeal process, the student shall submit a written statement detailing his/her objections, along with supporting documentation, to the instructor. If the student receives an unsatisfactory response in writing or no response within 10 days of having lodged the complaint, he/she may appeal to the department chairperson or program director.
- 3.3 The department chairperson or program director shall review the complaint and respond in writing within 30 days. Within this time period, the chairperson or director may seek the advice of a grade appeals committee, if so established.
- 3.4 Departments or programs that conduct a committee review must specify the authority of the committee in their grade appeals policy. The instructor in charge shall be invited by the department chairperson or program director to reply in writing to the objections of the student.
- 3.5 Matters not resolved at the departmental level may be appealed in writing to the Dean of the College with a copy to the department chairperson or program director. The student shall submit a copy of the written statement initially submitted to the departmental chairperson in addition to a statement explaining his/her dissatisfaction with the departmental or program solution(s) proposed. The Dean shall submit his/her decision in writing within 30 days of receipt of the complaint. The Dean's decision is the final decision of the college.
- 3.6 Any meetings held in relation to the appeal shall provide parties the opportunity to present additional information orally or in writing. No additional persons should be permitted at such meetings without advance approval by the chair or dean, as appropriate.

4.0 University Level Academic Appeals Procedure

- 4.1 If, after your School/College appeal path is exhausted and you wish to continue with the grade appeal process, per the University Academic policy, you may request a Provost Review within 30 days of this decision. The request should be submitted via the online form located at <https://provost.wayne.edu/academic-policy>. For assistance with the appeal process, you may contact the Ombudsperson Laura Birnie-Lindemann at [ombudsoffice@wayne.edu]ombudsoffice@wayne.edu.

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Dean's Office:



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