



### **School of Education Grade Review Procedures**

In the case of a final course grade, if after careful consideration a student has substantial reason to believe that an instructor's evaluation has been arbitrary, unreasonable, or prejudicial, he or she may invoke the procedure outlined below as a means of redress. The presumed abuse must be of such a nature that it can be convincingly demonstrated, illustrated, or represented to a review committee. Grounds for such an allegation include, but are not limited to, inconsistent or arbitrary application of standards of performance, application of criteria of evaluation not previously announced, and discriminatory treatment as a result of personality conflict or with regard to race, creed, sex, religion, national origin, or political belief. The grade review procedure should not be invoked in cases of complaint about the subject matter competence of an instructor, general teaching competence, or the appropriateness of uniformly applied standards of performance.

1. The student shall meet first with his or her instructor to discuss the grievance. Upon request, he or she should be informed of the evaluative criteria used in determining the grade.
2. If the dispute is not resolved by this means, the student may present a written statement of his or her grievance, with available documentation to support the complaint, to the Dean of the School of Education. This statement must be presented no later than three weeks after the beginning of the next regular academic semester. The Dean shall then appoint a member of the faculty other than him or herself, agreed upon by both parties, who shall seek to mediate the dispute.
3. If the dispute is not settled by this means within two weeks of the presentation of this statement to the Dean, the student may request in writing that the Dean appoint a committee of the School (typically three members) to review and resolve the case. (If the Dean is the instructor involved, the student's request shall be directed to the Provost, who will appoint the review committee.)
4. The disputed evaluation shall stand or be modified in accord with the committee's decision, which shall be delivered in writing to the instructor, to the student, and to the Dean (or to the Provost, if the Dean is the instructor involved). The purpose of alteration is to redress the grievance. The committee may substitute another grade or, if it lacks a basis for doing so, it may substitute a Pass, with a waiver of use of the course in any computation which would require a quality grade and a corresponding readjustment of the standard involved (e.g., the requirement of a 3.0 quality point average for all courses in the field of concentration for which the student receives an official grade).
5. The decision of the committee shall be final, except that, upon receipt of a written complaint about procedure from either party within two weeks of notice of the committee's decision, the Dean may ask the committee to review its action.