

Final Grade Appeals

Except from the WVU Undergraduate Catalog, 2005-2007, p. 42-43.

Students have the right to appeal final course grades which they believe reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. The grade appealed shall remain in effect until the appeal procedure is completed or the problem resolved. The primary intent of this procedure is to provide a mechanism whereby a student might appeal a failing grade or a grade low enough to cause the student to be eliminated from some program or to require the repetition of a course. Grade appeals that do not meet this classification are not precluded.

Step 1. The student shall discuss the complaint with the instructor involved prior to the mid-semester of the succeeding regular semester, whether the student is enrolled or not. If the two parties are unable to resolve the matter satisfactorily, if the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall notify the chairperson of the instructor's department or division (or, if none, the dean). The chairperson or dean shall assume the role of an informal facilitator and assist in their resolution attempts. If the problem is not resolved within 15 calendar days from when the complaint is first lodged, the student may proceed directly to step 2.

Step 2. The student must prepare and sign a document which states the facts constituting the basis for the appeal within 30 calendar days from when the original complaint was lodged. Copies of this document shall be given to the instructor and to the instructor's chairperson (or, if none, to the dean). If, within 15 calendar days of receipt of the student's signed document, the chairperson does not resolve the problem to the satisfaction of the student, the student will forward the complaint to the instructor's dean (see step 3).

Step 3. Within 15 calendar days of receipt of the complaint, the instructor's dean shall make a determination regarding the grade, making any recommendation for a grade change to the instructor involved. If the instructor involved does not act on the dean's recommendation, or if the student is in disagreement with the decision of the dean, the dean will refer the case to a representative committee, appointed by the dean, for final resolution. This committee shall consist of three or more faculty members, including at least one person outside the instructor's discipline

- 1) Upon receiving an appeal, the committee will notify in writing the faculty member involved of the grade challenge, which shall include a statement of the facts and evidence to be presented by the student.
- 2) The committee shall provide to the faculty member involved and the student making the appeal written notification of their right to appear at a hearing to be held before the department, college, or school

representative committee, together with the notice of the date, time, and place of the hearing.

- 3) The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
- 4) The final decision of this committee shall be forwarded to the instructor and to the dean involved. If the decision requires a change of grade, the instructor shall take action in accordance with the committee's decision.
- 5) If the instructor does not act within five days, the dean shall make any necessary grade adjustment.
- 6) In the case of grade appeals, the dean functions as the president's designee; therefore, implementation of this decision shall end the appeal procedure.