

## Course Grade Appeal Policy

Lake Superior State University has established procedures for students to appeal their final course grade. Situations where this appeal is applicable may include grade miscalculations, inconsistent application of grading policies and/or requirements, or actions that prevented the meeting of course learning outcomes. A student who has concerns regarding a final course grade may take the following steps:

1. **Initial Discussion between Faculty and Student:** Contact the course instructor and discuss the concern(s) within 20 UWD of posting of final grade. This will serve as an informal review and an opportunity for open dialog regarding the concern(s).
2. **Notification and/or Discussion with Academic Advisor by Student (or School Chair if Course Faculty and Academic Advisor are the Same Person)** allows for guidance in this process. This step is optional.
3. **Student Written Appeal to Faculty:** If the informal review does not lead to a satisfactory resolution, the student may choose to file a formal appeal. The appeal must be filed in writing with the Course Faculty within 5 University Working Days (UWD) of discussion with Faculty in Step 1. The appeal shall include:
  - The Grade Appeal Record of Action Form: This form is to accompany all documentation of communication regarding the Grade Appeal issue.
  - Statement of appeal: this should be brief and specific.
  - Justification: present reasons for lodging the appeal with supporting evidence (all documentation must be provided at this point).
  - Remedy requested: cite the specific remedy desired.
4. **Faculty Written Response:** The Faculty shall respond to the appeal in writing to the student within five (5) University Working Days upon receipt of the appeal.
5. **Student Written Request to Dean:** If the Faculty's response does not lead to a satisfactory resolution, the student may, within three (3) University Working Days of receipt of the response, request formal review of the appeal by the Dean of the College. The student shall submit the appeal and all related documents to the Dean.
6. **Dean Written Response:** The Dean shall respond in writing to the student, the course instructor, and the Chair. within five (5) University Working Days of receipt of the appeal.
7. **Student Written Request for Provost Review:** If steps 1-6 do not lead to a resolution of the concern, the student may petition the Provost within three (3) University Working Days. The student shall submit the appeal and all related documents to the Provost's Office with the completed Grade Appeal Record of Action.
8. **Provost Determination:** The Provost will make the final determination of the outcome of the appeal. Documentation will be provided to the Student, Faculty, Advisor, and

Dean within 20 UWD of the receipt of the student request. The Provost may also exercise the option of appointing an ad hoc Appeal Board for advisement on this determination. The board may be comprised of an academic dean(s), student(s), and faculty.

**General Information:**

A University Working Day (UWD) refers to those days when the university is in normal operation, and university offices are open for business.

“Receipt” refers to the day upon which the person designated officially initials the appropriate document(s).

If the student does not meet the appeal timelines stated above, the appeal is considered closed and no further action is required. If university personnel do not meet the appeal timelines stated above, the student can advance the appeal to the next step. The Provost may grant an extension in time at any step due to extenuating circumstances; such extensions will be documented on the Grade Appeal Record of Action. The Provost may establish appropriate and reasonable extensions of time in cases where the student is not actively enrolled in the current semester, or where the course instructor is not assigned teaching duties for the current semester.



# LAKE SUPERIOR STATE UNIVERSITY

## Grade Appeal Record of Action

Student: \_\_\_\_\_

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

This form is to accompany all documentation of communication regarding the Grade Appeal issue.

	Action	Documentation	Signatures
1.	<b>Initial Discussion Meeting Between Faculty and Student (in-person, virtual, email, phone call)</b> within 20 UWD (University Working Days) of posting of final grade	<b>Date:</b>	<b>Faculty:</b>  <b>Student:</b>
2.	<b>Date of Notification and/or Discussion about Appeal process and expectations with Academic Advisor by Student (or an alternate Faculty member or School Chair if Course Faculty and Academic Advisor are the Same Person) - OPTIONAL</b>	<b>Date:</b>	<b>Advisor:</b>
3.	<b>Student Written Appeal to Faculty</b> If issue not resolved, student written appeal to faculty within 5 UWD of discussion with faculty in step one.	<b>Date of receipt:</b>	<b>Faculty:</b>
4.	<b>Faculty Written Response</b> to student within 5 UWD	<b>Date of receipt:</b>	<b>Student:</b>
5.	<b>Student Written Request to Dean</b> – within 3 UWD of receipt of Faculty response	<b>Date of receipt:</b>  <input type="checkbox"/> Appeal packet to Dean with all attachments	<b>Dean:</b>
6.	<b>Dean’s Written Response</b> – must occur within 5 UWD of receipt of appeal	<b>Date of response:</b>  <input type="checkbox"/> Attach Dean’s response, return to student <input type="checkbox"/> Copies of response to Faculty and Academic Advisor	<b>Student:</b>
7.	<b>Student Written Request for Provost Review</b> – request must be presented to Provost’s Office within 3 UWD of receipt of the Dean’s response	<b>Date of receipt:</b>  <input type="checkbox"/> Appeal packet to Provost’s Office ( <a href="mailto:provost@lssu.edu">provost@lssu.edu</a> ) with all attachments	<b>Provost’s Office:</b>
8.	<b>Provost Determination</b> - The Provost will make the final determination of the outcome of the appeal.	<b>Date of response:</b>  Copies to: <input type="checkbox"/> Student	

	<ul style="list-style-type: none"><li>• The Provost will prepare final written determination within 20 UWD of the receipt of the student request.</li><li>• PROVOST OPTION: The Provost may also exercise the option of appointing an ad hoc Appeal Board for advisement on this determination. The Appeal Board will be comprised of at least:<ul style="list-style-type: none"><li>○ 1 Academic Dean</li><li>○ 1 Student</li><li>○ 1 Faculty member</li></ul></li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Faculty</li><li><input type="checkbox"/> Advisor</li><li><input type="checkbox"/> Dean</li></ul>	
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