



TO: The On Campus Student Appealing a Course Grade

FROM: The Office of Associate Provost for Academic Affairs

**NOTE: PRIOR TO BEGINNING THIS PROCESS, the student should meet with the instructor who awarded the grade to discuss the situation and to attempt to resolve the problem.**

### Introduction

The instructor (defined as one who has the responsibility for a class, special project, or thesis) has the authority class over all matters affecting the conduct of the class, including the assignment of grades. Student performance should be evaluated according to academic criteria made available to all students within the first two weeks of each semester, and grades should not be determined in an arbitrary or capricious manner. When a student disagrees with the final grade given by an instructor, fair play requires the opportunity for an orderly appellate procedure. A student must initiate the appeal procedure within 20 school days (excluding Saturday, Sunday, and official student holidays) of the beginning of the semester subsequent to the one in which the grade was awarded if enrolled that semester (otherwise, within 20 school days of the next semester in which the student is enrolled), or 150 calendar days after the issuance of spring semester grades, should the student not be enrolled during either summer semester. This appellate process does not involve allegations concerning the competence of a faculty member, the fairness of examinations, the difficulty of a course, or matters of a purely academic nature. Rather, its purpose is to provide for the collection and evaluation of evidence shedding light on an allegation that a grade is invalid because of arbitrary capricious, or unethical behavior on the part of an instructor of record.

When you challenge a grade, the burden of proof lies with you. Be certain that your case for appeal is complete and thorough. Read the following description of the grade appeal process carefully, and ~~ECV~~ appeal as the student.

### Procedure Checklist:

- [ ] 1. You should have obtained these papers from a chair in a department office, from a dean in a college office, or from a representative of the Office of the Associate Provost, 310 Wayne A. Reaud Building. If you have any questions, your department chair, your dean, or the Associate Provost for Academic Affairs (880-8400) will be happy to explain the entire process, in addition to your rights and obligations.
- [ ] 2. The first step in the grade review process is a discussion between the student and the instructor who awarded the grade. If you have not already had such a discussion, you must do so immediately.
- [ ] 3. Fill in the information that is requested at the top of the Appeal Form for Grade Review, which is attached.
- [ ] 4. On a separate paper (8.5" x 11") to be attached to the Appeal Form for Grade Review, summarize your reasons for believing that you deserve a change of grade in the course. You must include a summary of the discussion with your instructor, emphasizing why you believe that the instructor acted in an arbitrary and/or a capricious manner.
- [ ] 5. Give the instructor a copy of your summary, and ask him or her to sign the Appeal Form for Grade Review and return it to you. If the instructor refuses to sign the form, proceed to the next step.
- [ ] 6. Make an appointment with the chair of the department in which the course was taught. Explain to the chair the problem with your grade, and give him/her the Appeal Form for Grade Review (with attachment). The chair will schedule a meeting with you and the instructor, either separately or together. If no agreement is reached at this meeting, the department chair will sign the Appeal Form for Grade Review and return it to you, and will write his/her own assessment of the grade dispute. A copy will be given to you as well as included in the materials forwarded to the college level. You should give the chair copies of all materials that you have that



**APPEAL FORM FOR GRADE REVIEW ± ON CAMPUS STUDENTS**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_

CLASS:     Freshman     Sophomore     Junior     Senior     Graduate Student

MAJOR: \_\_\_\_\_ ADVISOR: \_\_\_\_\_

*NOTE: Notify the Office of the Associate Provost if any of the above data changes  
(Phone: 409-880-8400, Email: AcademicAffairs@lamar.edu).*

COURSE: \_\_\_\_\_  
(Course Prefix, Section, Title)

SEMESTER IN WHICH DISPUTED GRADE WAS AWARDED: \_\_\_\_\_  
(Semester / Year)

NAME OF INSTRUCTOR: \_\_\_\_\_

GRADE RECEIVED: \_\_\_\_\_ GRADE EXPECTED: \_\_\_\_\_

To the Department Chair: You must schedule a meeting with the student and the instructor, either

Check One:  Student-Faculty Relations Committee Convened  
(attach recommendation)

Student-Faculty Relations Committee Not Convened

\_\_\_\_\_  
Signature of the Dean

\_\_\_\_\_  
Date

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To the Office of the Associate Provost: Included with this form are all materials pertinent to a grade appeal which has progressed from the instructor level through the decanal level. Please sign and date this Appeal Form for Grade Review and indicate the action to be taken.

\_\_\_\_\_  
Signature of the Associate Provost

\_\_\_\_\_  
Date

Referred to University Grade Review Committee

Student contacted on \_\_\_\_\_  
Date/Time

Other (describe below)5.C 0 ] Td[(\_\_\_\_)-2.5(\_1ohe)4(r 5.C .8( )Tj0c)S18 21 BDCviewd1DT72.02

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