

# Florida Atlantic University

## Regulation 4.002

## Student Academic Grievance Procedures for Grade Reviews

### (1) POLICY.

Faculty have a fundamental right to assess student performance. Faculty exercise professional judgment in determining how to assess student performance, based on standards in their departments or disciplines and on their own expectations for student achievement. A student may request a review of the final course grade, as described below, only when the student believes that one or more of the following conditions apply:

- There was a computational or recording error in grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor's own grading statement.

Students who falsify or misrepresent information during a grade review are subject to disciplinary action, as outlined in the *Student Code of Conduct*. A grade will not be changed after graduation except in the case of a computational or recording error, subject to the reasonable discretion of the Provost (or designee).

Any time frames described below may be modified at the discretion of the University Provost (or designee). Should any deadline fall on a holiday or other day when the University is closed, the deadline will become the next business day.

### (2) PROCEDURES.

#### Step 1. Meeting with instructor.

A student who believes that a grade has been assigned under one or more of the conditions above may request in writing a meeting with the instructor, who will explain how the grade was determined and attempt to resolve any disagreement. The student, whether still enrolled or not, must request the meeting by October 1, if the grade was granted in the previous spring or summer semester, or by February 1, for grades awarded in the previous fall semester.

#### Step 2. Conference with chair/director.

A student who is unable to satisfactorily resolve the grade review through consultation with the instructor, or if the instructor is unable or refuses to meet with the student, may request a conference with the chair of the department or director of the school/program in which the course was taught. The written request must be presented by November 1, if the grade was granted in the previous spring or summer semester, or by March 1, for grades awarded in the previous fall semester. The request for a conference must include clear evidence that the grade assigned was based on a computational or recording error; that non-academic criteria were applied in the grading process; or that there was a gross violation of the instructor's own grading statement. The instructor may participate in such conference. No other parties may be in attendance at the conference(s).

with the chair/director. The chair/director will attempt to mediate the grade review, unless the chair/director determines that the review is without merit. The chair/director will provide the student, the instructor, and the dean of the college administering the course a summary of findings.

Step 3. Appeal to the dean.

A student who is not satisfied with the results of the conference may appeal to the dean of the college administering the course. The written appeal must be received by the dean within five (5) business days of receipt of the chair/director's findings. The dean (or designee) will review the written appeal, supporting evidence, and statements from the instructor and chair/director. Unless the dean (or designee) determines that the appeal is without merit, the dean (or designee) will convene a Faculty Committee ("Committee") within ten (10) business days of receipt of the student's appeal. The Committee will be composed of the dean (or designee), who will serve as Committee chair, and three faculty members, at least two of whom must be from the department/school in which the course was taught. The Committee chair will direct the hearing and maintain the minutes and all records of the appeal hearing, which will not be transcribed or recorded. The hearing is an educational activity subject to student privacy laws/regulations, and the strict rules of evidence do not apply. The student and instructor may attend the meeting and present testimony and documents on their behalf. The student may choose to be accompanied by a single advisor, but the advisor may not speak at the hearing. Additional witnesses may be permitted to speak at the dean's (or designee's) discretion and only if relevant and helpful to the Committee. The Committee will deliberate and prepare a summary of findings. The Committee chair will discuss the case with the instructor and inform the student in writing of Committee findings and the instructor's response.

Step 4. Appeal to the provost (or designee).

A student who is not satisfied with the result of the appeal to the dean may request an appeal of the instructor's action to the University Provost (or designee). The written appeal must include relevant supporting documentation. The appeal must be filed within five (5) business days of receipt of the dean's (or designee's) notification. The University Provost (or designee) will determine that (a) no action is required; (b) the course and grade will be expunged from the record and the student's fees for the course refunded; (c) the course and grade will be expunged and substituted with a new section of the same course with a grade determined by the Provost in consultation with the Faculty Committee and other experts in the field, as appropriate; or (d) the grade issue be returned to the Faculty Committee for reconsideration or clarification of findings. The Provost will notify the student, dean, and instructor in writing of any action. This decision by the Provost (or designee) constitutes final University action.

*Specific Authority: Article IX of the Florida Constitution, 1001.706, 1001.74 F.S., Board of Governors Regulations 1.001 and 6.010; History–New 5-26-10; Amended 6-23-10.*