

BOISE STATE UNIVERSITY

BSU Policy #3130

Grade Appeal

(Please Print)

Student _____ Student ID _____ Phone _____

E-mail Address _____ Mailing Address _____

Semester/Year grade was received: Spring _____ Summer _____ Fall _____ Other _____

Course Number _____ Course Name _____ Section _____

Instructor Name _____ Department _____

GRADE APPEAL: As stated in BSU Policy # 3130 - Grade Appeal, a grade appeal is a complaint regarding a final course grade. Grade appeals will be considered only when it is clearly established by the student in a concise written manner that one of the following has occurred:

1. The faculty member violated a specific University rule or policy pertaining to grading.
2. The faculty member refused to correct a clerical or administrative error made in the process of recording or reporting the grade.
3. The faculty member refused to report any grade for the individual student.
4. The grade reflects discriminatory, threatening, abusive, exploitive or similar personal, improper conduct towards the individual student.

If a formal grade appeal is to be filed, it must be filed by the end of the regular semester following the semester in which the aggrieved incident occurred.

Part I - Initial Phase: A student complaint will first be presented by the student to the faculty member of record. The student should contact the faculty member as soon as possible after receiving a disputed grade and attempt to resolve the issue. If the student is unable to resolve his/her concern with the faculty member, the student may forward the complaint to the chair of the department in which the course is offered. The chair will review the concern and seek a resolution in a reasonable time. It is important that the student document the date, time and manner of attempt to communicate with the chair. If the student is unable to resolve his/her concern with the chair, the student may forward the complaint to the dean of the college in which the class is taught and/or alleged decision occurred.

TO BE COMPLETED BY THE STUDENT:

State the grounds on which the original grade is being challenged, a description of the remedy sought, and a description and documentation of the informal efforts taken to date to resolve the matter: (Supporting materials should be specific and relevant to this particular appeal; attach additional pages if necessary.)

Signature of Student _____ Date _____

Part II - Second Phase: Upon receiving written notification of a complaint by the student, the Provost (or designee) will request written responses to the complaint from the faculty member, chair, and dean. The student's complaint must be filed with the Office of the Provost within 20 business days following the last attempt at resolution through the dean.

Faculty Member Response (Faculty Member must provide written explanation of decision; attach additional pages if necessary.)

Faculty Member Name _____ Signature _____ Date _____

Department Chair Response (Department Chair must provide written explanation of decision; attach additional pages if necessary.)

Department Chair Name _____ Signature _____ Date _____

Dean of College Response (Dean must provide written explanation of decision; attach additional pages if necessary.)

Dean Name _____ Signature _____ Date _____

Preliminary Panel Convened _____ Panel Members _____

Appeal has merit: [] No - Appeal Denied _____

[] Yes - Appeal forwarded to Grade Appeals Board _____

Part III – Grade Appeals Board: The Grade Appeals Board will review the grade appeal to provide recommendations to the Provost regarding whether a grade should be overturned, amended or upheld. The Provost may uphold or overturn the recommendation of the Board. The Office of the Provost will inform the parties of the final decision.

For Office of the Provost Use

Resolution: _____

Student Notified _____ Registrar's Office Notified _____