



ACADEMIC AFFAIRS POLICY

Number, Title: AA-112, Grade Appeal Policy

Effective Date: August 30, 2021

Strategic Plan: SP 1.1 and 1.2

HLC: Criterion 2.A

Consultations: Registrar, Assistant Vice President of Enrollment Management, Regional Director, Deans, Faculty, Vice President for Academic and Student Affairs

New

Revision Change*

*Anything that is a revision must include the original policy.

PURPOSE

To provide students with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor.

DEFINITIONS

- ❖ Grade appeal: The process a student may follow if they feel that a final grade submitted for a course was determined incorrectly.
- ❖ Final Grade: final posted class grade in UIU Portal, myUIU.
- ❖ Business Operating Days: Business days for UIU, include days that the University is open Monday - Thursday; 8:00 a.m. - 5:00 p.m. and Friday 8:00 a.m. - 3:00 p.m. CST.

POLICY

The grade for any given course is based on the achievement or success of the student, as defined by the individual instructor. This may be a quantitative score or a qualitative and subjective decision. The grade received for a course is final unless the instructor makes a formal grade change. If a student wishes to appeal a grade they feel was determined incorrectly, the student must complete the process outlined in this policy within six weeks after the final grade was posted in myUIU.

PROCEDURES

Students at UIU wishing to appeal a grade will follow the Grade Appeal Process outlined below:

1. If the student disputes a final grade, the instructor of record *must* be contacted by the student within seven UIU business days of the final grade being posted in myUIU. The instructor of record and student should make every effort to resolve the concern with the final grade within 14 UIU business days of the final grade being posted in myUIU. **This must occur *before* the formal grade appeal process begins.**

- a. If the concern is resolved by both the student and the instructor of record, if necessary, the instructor of record will submit a grade change form to the Department Chair and Registrar.
 - b. If the concern is not resolved and the student does not agree with the decision of the instructor of record, the student may begin the formal grade appeal process. The formal grade appeal process involves levels of review beyond the instructor of record. The student is required to provide evidence of communication with the instructor or attempted email correspondence after the final grade has been posted in myUIU to begin the formal process.
2. The student may appeal the decision of the instructor of record to the Department Chair/Director, in which the class resides. A student must submit this appeal within 19 UIU business days from the final grade being posted in myUIU. The Chair or Director of the department will investigate and may meet with the student or additional personnel, as needed.
 - a. The Chair/ Director of the department, in which the class resides will render a decision in writing to the student and instructor, within ten UIU business days.
 3. The Chair or Director of the department will submit a grade change to the Registrar if the grade appeal is successful.
 4. The student may appeal the decision of the Chair/Director to the Dean of the School, in which the class resides only if new and compelling evidence can be provided in support of the grade appeal. A student must submit this appeal within five UIU business days from the denial by the Chair/Director. The Dean will review the new evidence and render a final decision within ten UIU Business days. The decision of the Dean is final.
 - a. The Dean of the School, in which the class resides will submit a grade change to the Registrar if the grade appeal is successful.

The grade appeal process must conclude in six weeks of the final grade posted in myUIU.

*If a grade is to be appealed in a class, in which the instructor is also the Chair/Director of the Department, in which the class resides, the appeal will go directly to the Dean of the School, in which the class resides. Any subsequent appeal, in which new and compelling evidence is presented will go to the Vice President for Academic and Student Affairs (VPASA). The VPASA will submit a grade change to the Registrar if the grade appeal is successful.


RELATED DOCUMENTS, FORMS, AND POLICIES

[Grade Appeal Form](#)

Revision History

Revision Number:	Revision Date:	Revision Change
AA-112.2	May 19, 2021	Not noted.

Vice President for Academic and Student Affairs Approval:

Signature:	Name:	Date:
	Douglas L. Binsfeld	07.15.21
	Sent to UPC on:	