



University of Colorado
Colorado Springs

EAS Policy: EAS-STU-002

Subject: Uniform Policy on Student Grade Appeals

Effective Date: January 20, 2012

Supersession: October, 2004

Approved: R. Dandapani, Dean

Introduction: While it is the sole prerogative of the instructor to award grades, it is also a student's right to appeal a grade that he or she feels has been awarded in error or unfairly. *In any appeal, it is understood that the burden of proof justifying a change of grade is upon the student.* This policy provides a uniform, college procedure to appeal grades at both the undergraduate and graduate levels. Each step in the appeal process should be completed in a timely manner. A student should initiate a grade appeal no more than one semester after the initial grade was assigned.

Policy:

At all stages of this procedure, the instructor of record shall be kept informed of the appeal and be provided with copies of all written appeal records. Furthermore, the instructor shall be notified of any recommended grade change.

Procedure

Step I.

The student must first appeal directly to the course instructor. It is expected that most disagreements will be resolved at this level. In extraordinary circumstances (absence or death of the instructor or in instances involving formal complaints of harassment or discrimination in the award of a grade) this step can be bypassed.

Step II.

If a student cannot resolve the disagreement with the instructor, then he or she may appeal to the department Chair. The appeal at this level should be in writing, accompanied by appropriate documentation. After reviewing the appeal, the Chair responds to the student in writing and notifies the student of his/her assessment and judgment. If the Chair finds the appeal to be justified, he/she will make a recommendation to the course instructor to change the grade. The course instructor may or may not accept the recommendation by the Chair. In the event that the instructor declines to make the recommended grade change, he/she will respond to the Chair in writing of his/her decision.

Step III.

If the student still believes that the grading procedure was unfair or in error, then he or she may appeal to the Dean of the College of Engineering and Applied Science. The

appeal should be in writing, including the written response to the results at the previous step. The Dean will review the appeal and make a decision, or form a faculty committee with appropriate expertise and refer the appeal to the committee for review. The faculty committee upon review of the written documentation pertinent to the grade appeal, will make a recommendation to the Dean for appropriate action. The Dean has the authority to change the grade, and the appeal process is terminated. The student shall be notified of the Dean's final action.

The faculty member of record has the right to appeal any change of grade implemented against his or her will to the University-wide Committee on Privilege and Tenure.