

Proposal 1: Update current catalog entry for Appeals on Academic Evaluation

Goals

- 1) Update the catalog to reflect current policies/practices
- 2) Clarify that only final grades are eligible for appeal
- 3) Establish clear grounds for appeal of a final grade
- 4) Clearly communicate student responsibility for providing evidence to support the stated grounds for appeal
- 5) Clarify the pathway for INTD, FYS and HONORS courses

Current Catalog entry: Appeals on Academic Evaluation

The appeal for a change in grade is handled through the college or school in which the course in question is offered. The appeal process for students who question a final grade in a course is to discuss the matter with the instructor; then with the department chair, if the matter is unresolved; and, finally, with the dean of the college or school.

Proposed catalog language

The appeal for a change in final grade is handled through the college, school or unit in which the course in question is offered.

Students must initiate a grade appeal within 10 business days following the final grade submission due date published by the Registrar. The appeal is initiated by first seeking a resolution with the instructor. **Exception:** For courses in the College of Pharmacy and Health Sciences, the final grade appeal must be initiated 3 business days following the final grade submission due date published by the Registrar, or in the event that the final grade submission occurs prior to course completion, the timeline will begin with official College notification to the student.

Students may appeal a final grade for one or more of the following reasons:

1. Procedural or clerical error by the instructor that had a negative impact on the student's grade
2. The grading being arbitrary, capricious or outside accepted norms with resultant negative impact on the student's grade. *Possible examples: work is graded differently than stated in the rubric; final grades are calculated with a different method than stated on the syllabus, etc.*
3. The evaluation was of a different standard than that required of other students in the class, resulting in a negative impact on the student's grade. *Possible examples: some students were permitted to submit late work without penalty and others were not; extra credit opportunities were provided to some, but not all students, etc.*

If the student believes that the grade received is based upon discrimination, harassment, or related retaliation, as defined and prohibited by Drake policy, the student should initiate the

complaint process set forth in the related policy: [Non-Discrimination and Discriminatory Harassment Policy \(Non-Sex-Based\)](#), or [Sexual Harassment Policy](#).

Students must provide sufficient evidence to support how their appeal meets one or more of the grounds for appeal, and the inability to provide this evidence may result in dismissal of the appeal. To be clear, students may not appeal the final grade on the grounds that they disagree with the professional judgment of the instructor as to the quality of the students' performance or work or whether they met course standards.

It is expected that most, if not all, appeals will be resolved between the student and their instructor. If an agreement is not reached between the instructor and the student, the appeal may be escalated based on each college, school or unit's appeal process and time frame. If unsure about which college, school or unit offers the course please contact the Office of the Registrar (registrar@drake.edu). If an agreement between the parties involved occurs at any step of the appeals process, the appeal has concluded and the grade may not be appealed again.

To learn more about the appeals process please refer to the college/school/unit that offers the course from the links included:

A&S: <https://www.drake.edu/artsci/studentresources/policiesandregulations/#appeals>

John Dee Bright: url TBD

CBPA: Currently only listed in faculty handbook (CBPA will make a page to reference and send a link)

CPHS: <https://www.drake.edu/cphs/handbookspolicies/appealoffinallettergrade/>

SJMC: <https://www.drake.edu/sjmc/about/currentstudents/conflict/>

SOE: https://www.drake.edu/media/collegesschools/soe/documents/grievance_policy.pdf

Library: <https://purpose.library.drake.edu/files/2012/06/grading-appeals.pdf>

IN college courses (INTD, HONR, FYS): url TBD

Proposal 2: Recommended Unit Level Policy Elements

Goal: Outline a timely process for both students and instructors

- a. Support student degree completion by ensuring the process moves efficiently and has a clear timeline
 - b. Support instructor time and effort by resolving grade appeals as closely as possible in time to the course in question
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- 1) Review of college/school/unit level policies to reflect new catalog language
 - 2) Clearly label the grade appeal process in unit level documents/websites so students can easily locate the process
 - 3) Establish a chain of appeals timeline for the process that is appropriate for unit.

