

## **Final Grade Appeals, Drake University Honors Program**

A student who wishes to challenge the grading practices of an instructor for an Honors course may appeal for a change of their final grade using the following guidelines and procedures.

### **Reasons for Appeal**

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](#).

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.

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.

### **Timeline for Appeal**

The student must initiate the appeals procedure with the instructor within ten (10) business days of the final grade submission due date as published by the Registrar. The appeal process is initiated by a student first seeking a resolution with the instructor.

We expect that most, if not all, appeals will be resolved between the student and their instructor. If the student and instructor reach an agreement at any step of the appeals process, the appeal has concluded and the grade may not be appealed again. If the student and instructor do not reach an agreement, the student may escalate the appeal by requesting a meeting at which the Director of the Honors Program, the instructor, and the student are present.

The student must make their request to the Director of the Honors Program within five days of the meeting they had with the instructor. At this meeting, the student will have the opportunity to explain their position and present relevant documentation that person. The Director of the Honors Program shall prepare a written summary of the issues and their findings of fact and shall

recommend a final resolution of the appeal based on the criteria listed above, and forward this to the Deputy Provost within five days. The Deputy Provost may choose to meet with the parties involved; in any case, the Deputy Provost will provide all parties with a final determination within 5 days of receipt of the recommendation from the Director of the Honors Program.

If the Director of the Honors Program *is* the instructor in the course for which the grade is being appealed, the process moves directly to a meeting of the student, the Director (as instructor), and the Deputy Provost. That meeting will occur within five days of it being requested; the Deputy Provost will provide a final determination within five days of that meeting.

Steps in FYS or INTD Appeal	Student Appeals to Instructor	Instructor Responds & Meeting Takes Place	Student Appeals to Director of Honors Program via Email	Meeting between Instructor, Student, Director of Honors	Deputy Provost Decision
Max # of Days	Within 10 days of final grades posted	Within 5 days	Within 5 days	Within 5 days	Within 5 days