RESOLUTION TO REVISE GRADE APPEALS POLICY

Educational Policy & Student Affairs (EPSA) Committee
Faculty Senate
Ohio University
PASSED 5.7.2024

Whereas a grade appeals policy provides guidance to students and instructors;
Whereas there exists ambiguity in the timeline in the current grade appeals policy;
Whereas students need guidance about the expectations for evidence provided in submitting a grade appeal;
Whereas a grade appeal policy must balance tension between instructor responsibilities at times when they may not be on contract with students’ needs for timely resolutions;

Be it resolved the grades appeals policy be updated and the faculty handbook be modified as shown below and corresponding sections of the Graduate and Undergraduate Catalog be similarly modified:

a The instructor assigned to a class has full responsibility for grading, subject to the appeal process described in this section. In unusual circumstances (e.g., death, incapacity, or indefinite inaccessibility of the instructor) the departmental chair is responsible for the final grade, subject to appeal by the student to the dean as described in this section. Prior to initiating a grade appeal, it is expected that a student first works to resolve the grade dispute with the instructor. Students should make a concerted effort to resolve the matter with the instructor at the conclusion of the term. If no response is received within 5 business days the student may contact the department chair/school director to facilitate resolution with the course instructor. If the department chair/school director is the instructor, the student should contact the dean to facilitate resolution with the course instructor. If that is unsuccessful, the student may then initiate the grade appeal process. A student who wishes to appeal a course grade should follow the steps outlined here.

b When the student has decided to initiate the grade appeal process, step one is to contact their department chair or school director to determine whether the program/department/college has a grievance procedure of its own—before using the process outlined here.

c Step two is that the student may formally appeal the grade to the department chair/school director, using the designated college appeal form. If the department chair/school director is the instructor, the student should appeal to the college dean using the designated college appeal form. Final grade appeals must be initiated on or before the 10th class day of the term immediately following assignment of the final grade in dispute. The department chair/school director must attempt a resolution acceptable to both the student and the instructor but does not have the authority to change the grade. At this step the department chair/school director should also collect written documentation from the course instructor, including any supporting material (e.g. copies of the student’s work, copies of other materials used but not referenced in the student’s work, etc.) relevant to the case. The department chair/school director may enlist departmental grievance procedures to assist in resolving the grade
appeal at the departmental level. The student shall be notified of the departmental decision within 10 class
days of submitting the college appeal form

d If the student wishes to appeal the departmental decision, the student may avail themselves of
step four by appealing to the College Dean as follows: Upon notice of the department decision
on the appeal, the student should request that the department chair/school director forward the
appeal documents to the College Dean. This request should be made within 10 class days of
receiving the departmental decision. The department chair/school director shall forward the
appeal to the dean of the college within 5 class days of receiving the student request.

e The dean has 10 class days from the time of receiving the appeal to decide whether the appeal
has sufficient grounds and to notify the student of that decision. If the dean concludes that the
student has insufficient grounds for an appeal, there can be no further appeal by the student. If
the dean has concluded that sufficient grounds do exist for an appeal, within 10 class days of
making that determination, the dean shall appoint a faculty committee of five members to
consider the case and forward the appeal to the committee. The committee shall have 15 class
days from the time of receiving the appeal to reach a decision concerning the appeal and
communicate that decision to the student. If a majority on the committee decides that the grade
should be changed and the instructor does not accept the recommendation, the committee can
authorize the Registrar to change the grade. The decision of the committee is not subject to
further appeal. In appeal cases in which the dean is the instructor, the role of the dean will be
assumed by the Provost. In those appeal cases involving courses taught by faculty from more
than one college, the Dean of University College will review the appeal and, if necessary,
appoint the appeals committee.

f In cases not involving academic misconduct, the burden of proof for a grade change is on the student
and evidence or supporting documentation should be included with college appeal form. In cases of
academic misconduct, both the student and course instructor document their allegations and refutations in
writing, including any supporting material (e.g. copies of the student’s work, copies of other materials
used but not referenced in the student’s work, etc.) relevant to the case. Such written evidence or
supporting documentation from the student should be included with the initial submission of the college
appeal form. Evidence or supporting documentation from the instructor should be collected by the
department chair/school director in step three. All evidence and supporting documentation will be
reviewed in accordance with the grade appeal process followed by the college or unit.

g In all cases, the appeals process should be fully completed within 90 calendar days (excluding
summers) of the initial submission of the college appeal form. Failure to notify appropriate parties of
decisions or actions within the specified period should result in automatically advancing appeals to the
next step of the process. Exceptions for failing to initiate an appeal, to reach a decision, or to take action
within the specified period may be made for unusual circumstances such as documented medical
emergencies, family emergencies, or acts of nature.