



## Policy and Procedures Manual Application: Full Time Faculty Section F3.2 Grading Policies

### ***F 3.2 Grading System***

The grading policy, including the grades used, remedial course grades, academic reprieve, academic renewal, repeated courses, and grade point average calculation are found in the *ECU Catalog*.

#### **F 3.2.1 Grade Change or Grade Appeal Policy and Procedures**

The University believes students must be given the opportunity to meet with instructors and other academic administrators to resolve issues concerning assigned grades. The Grade Appeal Committee was established to make recommendations to the provost/vpaa concerning unresolved student grade appeals. The Grade Appeal Committee shall review and recommend action on all formal, contested grade appeals referred to the committee. Uncontested grades changes shall be resolved through appropriate administrative channels.

##### ***F 3.2.1.1 Uncontested Grade Change***

Uncontested grade changes must be initiated within one calendar year of the semester in which the grade was issued, (*i.e.*, a fall semester grade must be initiated before the last day of the next fall semester, a spring semester grade must be initiated before the last day of the next spring semester, and a summer term grade must be initiated before the end of the next summer term).

**Correction of a Grade Submitted in Error.** An instructor who has posted an incorrect grade due to a miscalculation or an error in entering the grade type in the Jenzabar system may correct the grade by submitting the Uncontested Grade Change form to the Records office.

**Uncontested Grade Change.** The Uncontested Grade Change form shall be used for a genuine grade change resulting from a discussion between the student and the faculty member.

**Uncontested Grade Change form.** The instructor, department chair, and dean must sign approving the change.

##### ***F 3.2.1.2 Incomplete Grade Change.***

Students who have been assigned an incomplete grade have one calendar year from the end of the term in which they received the "I" grade, (*i.e.*, a fall semester grade must be changed before the last day of the next fall semester, a spring

semester grade must be changed before the last day of the next spring semester, and a summer term grade must be changed before the end of the next summer term,) to complete the course work and have the grade changed. No extension may be granted. The instructor assigning the incomplete grade must make the change in the registrar's office by the deadline. "I" grades not changed by the instructor to a credit-bearing grade of "A – F" within the time limit will remain as a permanent "I" and not contribute to the student's GPA.

Incomplete Grade Change form requires only the instructor signature.

#### ***F 3.2.1.3 Grade Appeals Involving Grades of "F" or "WF"***

Using the "F" or "WF" to W Grade Change form, all requests to change a credit-bearing grade to a "W" shall be submitted to the office of academic affairs for administrative review and decision. The form must be signed by the appropriate dean and department chair; signatures do not necessarily imply approval or disapproval. The provost/vpaa will notify the student, the registrar and the chair of the Grade Appeal Committee of the decision. The registrar will request the instructor to make the grade change in the Records Office, if applicable.

The "F" or "WF" to W Grade Change form. The instructor, department chair and dean must sign acknowledging awareness of the request.

#### ***F 3.2.2 Contested Grade Appeal Initiated by Student***

Student grade appeals are not intended to interfere with the instructor's right to determine the evaluation process and to perform that evaluation. They are intended for instances that deviate from the basic understanding of how grades are to be assigned.

A disagreement over a grade should be resolved, if possible, by conference between the instructor and student within six weeks from the release of final semester grades. If the student is still dissatisfied and believes there are circumstances that merit an appeal of the grade, the student should begin the formal appeals process.

The student shall file a written appeal with the Office of Academic Affairs (OAA) explaining the reason for challenging the grade. The "Contested Grade Change Appeal" form is available on the ECU website. When a form is issued, OAA will log it into a tracking system and forward the appeal to the instructor.

The instructor has ten business days, after the receipt of the appeal, to address the grade appeal and either submit an Uncontested Grade Change Form or forward the appeal to the Department Chair. If the appeal was filed during a semester break, the instructor will have ten business days from the start of the next semester (Summer/Fall/Spring). If the instructor does not respond to the request from the student within the ten days, the request will be forwarded to the department chair.

The department chair has ten business days, after the receipt of the appeal, to review and address the grade appeal with the instructor and the student. If the appeal is not resolved, it will be forwarded to the Dean along with a recommendation from the department chair. If the department chair does not respond to the appeal within 10 business days, the appeal will be forwarded to the Dean.

The dean has ten business days, after the receipt of the appeal to review and address the grade appeal with the instructor and the student. If the appeal is not resolved, it will be forwarded to the Grade Appeal Committee along with the recommendations from the department chair and the dean.

If the instructor and the student agree at any point in the discussions upon a resolution that requires a grade change, the instructor should undertake the process to complete the “Uncontested Grade Change” form.

If the instructor is employed by the university, the department chair and dean may not change a grade without the instructor’s permission. If the instructor is no longer employed by the university as a faculty member, the department chair or dean may submit a grade change.

The Grade Appeal Committee shall review and recommend action on all contested grade appeals. The Grade Appeal Committee will have a maximum of thirty business days, after receipt from the Dean, to review, hold hearings, and send its recommendation to the vice president for academic affairs. The formal appeal procedure outlined below shall be followed.

*F 3.2.2.1.1 Formal Hearing.* Upon receiving a grade appeal from the dean, the chair of the Grade Appeal Committee shall set a date for a formal hearing with the student and/or representatives and any witnesses. No legal counsel may be present. A second formal hearing shall be given the instructor and/or representatives and any witnesses. No legal counsel may be present.

Any committee member may abstain from hearing an appeal brought before the committee. Any Grade Appeal Committee member who is directly involved in the appeal must abstain. The vice president for academic affairs shall name a replacement from the faculty of the university.

*F 3.2.2.1.2 Additional Hearing.* If needed, a third formal hearing shall be scheduled with the instructor, student, and other persons the committee deems necessary. No legal counsel may be present. Also, the committee will gather other data it deems necessary and pertinent to the appeal.

*F 3.2.2.1.3 Recommendation of Appeal.* After reviewing the appeal and rebuttal, the committee shall notify the vice president for academic affairs of its recommendation. The vice president for academic affairs shall notify the instructor and the student of the committee's recommendation. Either the instructor or the student may file a written appeal of the committee's recommendation with the vice president for academic affairs within seven days of the dated letter sent by the vice president for academic affairs. If either the instructor or the student appeals the Grade Appeal Committee's recommendation, the vice president for academic affairs will review the original appeal and rebuttal, the Grade Appeal Committee's deliberations and recommendations, and may conduct a fourth hearing with the instructor, the student, the Grade Appeal Committee, or any other individuals deemed necessary and pertinent to the appeal. Legal counsel may not be present. If necessary, the vice president may review the appeal and materials presented at the fourth hearing with the university President. The vice president for academic affairs will have thirty business days to make a decision. Thereafter, the decision of the vice president for academic affairs shall be final.

The vice president for academic affairs will notify the student, the registrar and the chair of the Grade Appeal Committee of the decision. The registrar will request the instructor to make the grade change in the Records office, if applicable.

### F 3.2.3 Posting Grades

Faculty members are not required to post final grades publicly. If a faculty member chooses to post grades, safeguards must be taken in order to comply with the Buckley Amendment (Family Education and Privacy Act). Do not reveal student scores or grades by posting according to social security numbers, or in the order in which students appear in the class roster, or in any other way students could learn one another's grades. Any technique which assures student confidentiality is satisfactory, such as the assignment of random numbers, or code names. Students must be given the opportunity to ask that their grades not be posted.

### F 3.2.4 Confidentiality of Student Records

The academic record of anyone admitted to the university is confidential, subject to the student's examination and the parent's examination if the student has signed a waiver; and to the official use of the university in compliance with the "Family Education Rights and Privacy Act of 1974" (PL 93-380), as amended by Public Law 93-568, and as published in the *Schedule of Classes* and the *East Central University Catalog*. It is of utmost importance that faculty respect the confidentiality of a student's academic record. Transcripts, grade reports, or other academic information utilized by faculty for purposes of advisement should be treated accordingly.

At its discretion, the institution may provide directory information in accordance with the provisions of the act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students

may withhold directory information by notifying the university registrar in writing within the time frame established by the institution, i.e., two weeks after the first day of class for the fall term. Requests for information not consistent with or covered by the guidelines should be referred to the provost/vpaa.