



Grade Appeals

Academic Dishonesty Appeals

Updated July 2012

Grade Appeal

- **DO YOU FEEL THAT THE GRADE YOU RECEIVED IN A COURSE IS IN ERROR?**
- **IF SO YOU CAN GO THROUGH THE GRADE APPEAL PROCESS**
- **YOU CAN APPEAL FINAL COURSE GRADES (LETTER, CR/NC or WA) or GRADES OF INDIVIDUAL ASSESSMENTS**

Grade Appeal

- **GRADE APPEALS ARE INITIATED BY STUDENTS**
- **MUST START THE GRADE APPEAL PROCESS BY THE DATE DESIGNATED FOR REMOVAL OF INCOMPLETE GRADES**
 - **THAT DATE IS TYPICALLY 4 WEEKS AFTER THE BEGINNING OF ACADEMIC TERM IMMEDIATELY FOLLOWING THE SEMESTER IN WHICH THE GRADE IN QUESTION WAS ASSIGNED**
 - **An example: the deadline to file a grade appeal for a course from the fall semester is approximately the 2nd week of February in the subsequent spring semester.**

Grade Appeal

Start your appeal by discussing your grade with the faculty member who taught the course.

If that does not resolve the issue:

The next step would be to appeal, **IN WRITING**, to the chairperson of the department that offered the course.

The chairperson reviews the facts and provides a written decision on the appeal

Real Estate; see chairperson of FINA; Business Law see chairperson of ACCO; Supply Chain, Info Tech, Human Resources or Entrepreneurship, see chairperson of MANA; INBU or LEAD see Executive Associate Dean.

Grade Appeal

If you have not resolved the issue yet:

The next step would be to appeal, **IN WRITING**, to the Executive Associate Dean

The Exec. Assoc Dean reviews all facts, and Chairperson's written decision and provides written decision on the appeal

The final step would be to appeal, **IN WRITING**, to the Dean of the College of Business Administration.

If you have not resolved the issue yet:

Decision process of the Dean is similar to previous steps

The decision of the Dean of the College is final.

Academic Honesty Policy

- **THIS ISSUE IS COVERED IN UNDERGRADUATE BULLETIN UNDER THE SECTION ENTITLED “ACADEMIC REGULATIONS”**
- **THE PROCEDURE DEALING WITH THIS ISSUE IS SOMEWHAT DIFFERENT FOR RELATIVELY MINOR FIRST OFFENSES VS. REPEAT OR MORE SERIOUS FIRST OFFENSES**

Academic Dishonesty Process

Minor 1st Offenses

Faculty member initiates the process. Instructor must communicate with student about the incident within 15 days of discovering academic dishonesty.

Within 15 days of notifying student, faculty member and student should meet to discuss incident; recommend a facilitator be present such as department chairperson

Within 15 days of meeting with student, if academic dishonesty is found, faculty member must inform student of recommended disciplinary action, **IN WRITING.**

Academic Dishonesty Appeal

Minor 1st Offenses

After meeting with faculty member and receipt of letter regarding disciplinary action, student may accept penalty at that stage

Student may appeal academic dishonesty allegations and/or disciplinary actions:

Within 15 days of receipt of letter from instructor, student can appeal, IN WRITING, to the Executive Associate Dean. If disciplinary action recommended by instructor is F or ADW for the course, the Executive Associate Dean automatically reviews the case, as these grades can only be imposed by Dean's Office

Within in 15 days of receipt of student's letter (5 days in automatic cases) the Executive Associate Dean will consider the case/appeal and provide a written letter to all parties concerned

Academic Dishonesty Appeal

Minor 1st Offenses

After receipt of letter from the Executive Associate Dean, students have 15 days to appeal, IN WRITING, to the Dean of College.

Within 15 days of receipt of appeal, the Dean of the College will make a final decision to uphold or modify action of the Executive Associate Dean and send a letter to all parties concerned

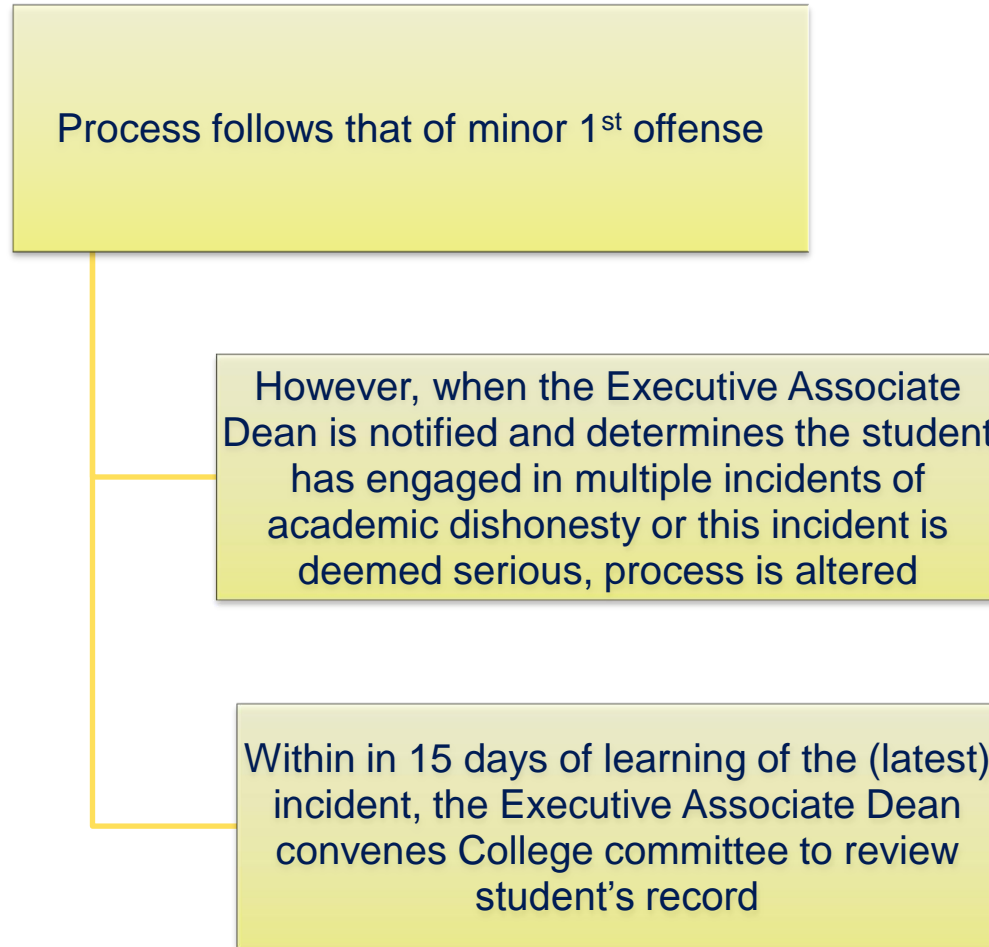
Decision of the Dean is FINAL

Academic Honesty Policy

- **IN ALL CASES, (if you accept recommendations of faculty member, or appeal your case along the way and it is determined academic dishonesty is evident) the incident will be reported to the (Executive) Associate Dean of the college the course was offered and, if different, the student's assigned college.**
- **Notification of the incident is contained in your academic file; details kept separately in a file with Associate Dean.**

Academic Dishonesty Process

Serious 1st or Repeat Offenses



Academic Dishonesty Appeal

Serious 1st or Repeat Offenses

Within 15 days of convening, the College committee will forward recommendations for disciplinary actions to the Executive Associate Dean. These can be up to and including campus wide sanctions of suspension or expulsion

If not campus-wide sanctions, the Executive Associate Dean sends letter to student informing of decision. If campus-wide sanctions, the Dean of student's assigned college sends letter. In either case, copies of letter forwarded to the Office of the Provost

Academic Dishonesty Appeal

Serious 1st or Repeat Offenses

You can appeal:

For non campus-wide sanction cases, after receipt of letter from the Executive Associate Dean, students have 15 days to appeal, IN WRITING, to the Dean of College.

For campus-wide sanction cases, after receipt of letter from the Dean, students have 15 days to appeal, IN WRITING, to the Office of the Provost

Decision of the Dean or the Provost is FINAL