Section 7 Subject 7.1 **Policy 7.1.16**	Student Policies Student Services and Activities **Graduate School of Biomedical Sciences Grading and Evaluation**	01/15/96 - Originated 07/12/12 - Reviewed w/ changes - Reviewed w/o changes 08/06/12 - Effective Student Affairs - Author

GSBS - Grading and Evaluation

Policy

A student may challenge an examination score, evaluation, or course grade using the following procedures:

(1) Informal Challenges to Grading and Evaluation

- After receiving a score, evaluation or grade which a student wishes to challenge, the student should request meeting with the faculty member administering the grade, stating with particularity the reason for the meeting and which parts of the examination, paper, etc. the student is appealing. A student wishing to challenge a score, evaluation, or grade must do so within t**en (10) working days** from the date the evaluation or graded document is returned to the student or the final grade is submitted to the graduate school office..

- Should the issue fail to be resolved to the student's satisfaction after meeting with the faculty member, the student may request that a conference be scheduled with the Program Director of the program in which the course is taught. This meeting should be scheduled for such a time that will allow the faculty member to be present and participate . The Program Director shall render an opinion regarding the student's challenge within **three (3) working days** of this conference with the student and faculty member.

(2) Appeals of Grading and Evaluation

If the Program Director rules in favor of the faculty member, the student has the right to appeal in writing to the Dean of the Graduate School of Biomedical Sciences (GSBS). This appeal must be made within five (5) working days following the rendering of a decision by the Program Director. The Dean may choose to personally investigate the appeal, refer the matter to the appropriate Associate Dean, or refer it to an ad hoc appeals committee.

Policy (cont'd)

- If an ad hoc appeals committee is convened to hear the appeal, the committee will recommend a resolution of the appeal to the Dean of GSBS. The decision of the Dean will be final.

- A student who fails to properly initiate a challenge or appeal within the time frames specified above, shall be deemed to have waived his/her right to appeal the grade, evaluation, or score in question.

- The ad hoc appeals committee shall be appointed by the Dean of the GSBS from members of the GSBS Faculty. The committee shall consist of three voting members and the Assistant/Associate Dean of GSBS who shall serve as chairperson (without vote). These members cannot be from the program with which the student is associated or from the program offering the course in which the evaluation, examination score or course grade is being appealed.

- When all parties have been identified, the student and the faculty member will be notified in writing of the implementation of the formal appeal procedure and informed of the members identified to serve on the committee. Should the student or faculty member involved in the appeal question the composition of the committee, they may request the replacement of a member(s). This is to insure, to the extent possible, that prior to the review of the appeal no member of the committee has a bias for either party involved in the appeal.

- The hearing should be held at the earliest possible date, but usually within **five (5) working days** to ensure efficient remediation of the appeal. The hearing does not, however, have to be held within the five days described above. The chairperson of the committee has the responsibility at this point to gather all pertinent data related to the appeal. The faculty member also has the right to provide the committee with a written statement

Policy, continued

- regarding justification for the grade or score in question. All documentation pertaining to the appeal procedure will remain confidential and will be provided to the student, faculty member, Program Director in charge of the course in question, and each member of the committee only at least **twenty-four (24) hours** prior to the scheduled hearing.

- Attendance at the hearing is limited to committee members, the grievant (the student), the respondent (the faculty member), their respective advisors and a recording secretary. Both parties have the right to an advisor during the hearing. At no time can an advisor address the committee unless requested to do so. An advisor may, however, confer privately with his /her advisee during the hearing. Witnesses may be called into the room as needed as well. Deliberation of the three voting committee members will commence at the close of the exchange of information after all parties have been dismissed from the hearing. A vote of **two-thirds (2/3)** of the total membership of the committee is required to finalize its conclusion.

- The recommendation of the committee shall be presented within **three (3) working days** to the Dean of the GSBS. The Dean shall present his/her decision to the student within **three (3) working days** of receiving the recommendation of the committee. The decision of the Dean shall be final.