

**Appeal of Course Grade Change Decision
CAHNR Standard Operating Procedure**

Challenges to a Grade

Taken from : <https://guide.uconn.edu/instruction/challenges-to-a-grade/>
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The University Senate By-laws describe the process for appeals of final course grades.

- 1. [In the subsequent discussion in this section, the term “the dean of the school or college offering the course” should be substituted for “department head” when the grade in question is in a course offered in a non-departmentalized school or college.]*
- 2. A student who believes that an error in grading has occurred and wishes to request a review must request a review by the instructor of record within six months of the course grade having been posted. If the instructor of record cannot be contacted, the student should contact the Department Head. If the instructor agrees that a change is justified, the instructor will initiate the grade change (according to the procedure in the previous section of these by-laws). Individual schools and colleges may have more stringent requirements than the six-month requirement of this by-law.*
- 3. If a student requests a review of a course grade and the instructor believes that the original grade is correct, the student has 30 days to appeal the decision to the head of the department in which the course is taught. The department head will seek input from the instructor and the student. If this process results in agreement by the instructor that a grade change is justified, the instructor will initiate the grade change according to the procedure in paragraph 2 of section II. E. 9 of these by-laws.*
- 4. If the instructor and the department head agree that a grade change is not justified, the department head shall notify the student in writing with a copy to the instructor. If the student is dissatisfied with the appeal decision, the student has 10 days to request, through the dean of the school or college in which the course is taught, a review by a Faculty Grade Change Review Panel.*
- 5. If the department head thinks that a grade change is justified but the instructor does not agree, the department head shall request, through the dean of the school or college in which the course is taught, a review by a Faculty Grade Change Review Panel. This request shall be made within 10 days of completion of the department head’s review.*
- 6. The Faculty Grade Change Review Panel, hereafter referred to as the Faculty Review Panel, shall be composed of three full-time faculty members appointed by the dean of the school or college in which the course is taught. The Faculty*

Review Panel shall convene a hearing within 10 working days of notification of a case. Both the appealing student and the course instructor should be present at the hearing. The student will be afforded an opportunity to state the grounds on which he or she is appealing the grade. The instructor will be afforded the opportunity to document the basis on which the grade was awarded. Both parties may present supporting evidence and/or request testimony of others. The Faculty Review Panel may request input from the department head.

- 7. If the Faculty Review Panel recommends a grade change, it is authorized to execute the change by sending to the registrar a change of grade request signed by all the members of the Review Panel. The Review Panel will send a written report of the decision to the instructor, the student, the department head, and the dean of the school or college offering the course within 10 working days of the decision. The decision of the Faculty Review Panel shall be considered final.*

Guidelines for the Faculty Review Panel

1. The faculty members appointed to the Faculty Review Panel (FRP) will be selected from Academic Departments that are external to the Department in which the implicated course is taught and may be from any Academic Department at the University of Connecticut.
2. The Dean or his/her designee will appoint the FRP and organize the subsequent hearing but will not participate in the actual proceedings. The Dean or his/her designee will provide the Panel with the following information:
 - Student's name
 - Instructor's name
 - Term of the Course in Question
 - Course Number and Title
 - Course Syllabus
 - Grade the student received
3. One of the three faculty members will be appointed as Panel Chair by the Dean or his/her designee and will be responsible for facilitating the hearing process.
4. The student and instructor will be present together in the hearing room with the 3-member faculty committee. A maximum time period of 1 hr will be allowed for both parties to present their concerns and supporting materials.
5. The student will be permitted to have a parent/support person in attendance with them during the hearing. Any attending parent/support person will not be allowed to represent the student, speak on their behalf or question the parties.

6. The hearing process is not a legal proceeding. The FRP should make it clear to all parties that this is not a legal proceeding and the instructor will not have legal representation from the University. Any attorney attending with the student or faculty member will not be allowed to represent their respective party or to speak on their behalf. The attorney cannot make any statements or question the parties.
7. Unless specified otherwise by the FRP, all supporting evidence/testimony will be submitted in writing. The FRP may decide to follow up on any questions that arise from the written evidence/testimony.
8. The FRP will determine the specific order of presentation and the overall process for the hearing. Questions between the parties (i.e., student to instructor; instructor to student) will be directed through the FRP Chair.
9. The FRP will reach a decision within 10 days of the final hearing for a given course appeal and their decision shall be considered final.
10. The FRP will send a written report of the decision to the instructor, the student, the department head, and the dean of the school or college offering the course within 10 working days of the decision.