



Provost's Comments:

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_____ Student's Signature	_____ Date
_____ Provost's Signature	_____ Date
_____ Grade Appeal Status	_____ Date

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Finance Office	Registrar's Office
<i>Processed By:</i> _____	<i>Received By:</i> _____
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<i>Date:</i> _____	_____

## Grade Appeal

A Grade Appeal is a very serious procedure guarding the integrity of the University's Academic Standards. A student should not appeal a grade for any reason except where the student is convinced an error in calculation or evaluation was made, and where the student feels he or she has sufficient evidence to support the appeal.

The Steps in the Grade Appeal procedure are enumerated below:

### **STEP 1 Consultation with Instructor**

1. Within 10 days of the start of the subsequent semester for which the grade is being appealed, a student should consult with the Instructor online or face-to-face to discuss his or her concern, and to allow the Instructor to clarify the assigned grade.
2. The Instructor provides the requested clarification of how the grades were assigned, and an explanation of how the final grade was calculated.
3. If the student is still not satisfied with the assigned grade, he or she then files a formal Grade Appeal within **5 working days** of consulting with the Instructor.

### **STEP 2 Initiation of Formal Grade Appeal**

4. The student obtains from the Office of the Registrar or Galen's Website, an official Grade Appeal Form. He or she completes this form and submits it to the Dean of his or her Faculty, along with any documentation that is necessary to support the appeal. The documentation may include but is not limited to:
  - A copy of the Course Outline received at the beginning of the course whose grade is being appealed
  - Original copies of all graded assignments, quizzes and tests.
  - A summary of the consultation with the Instructor in question (Step 1)
  - A \$50 Grade Appeal Fee. If the outcome of the Grade Appeal is in favor of the student, the fee is credited to his or her account, or returned to him or her.
5. The Dean informs the Instructor in writing that a formal Grade Appeal has been filed against him or her, and requests the Instructor to submit a package containing the following within 3 working days:
  - The final graded examination or project for the appellant, as well as the corresponding grading rubric.
  - A record of all grades assigned for the appellant and any accompanying grade rubrics.
  - Any other related evidence.

### **Step 3 Convening of the Grade Appeal Committee**

Upon receipt of the appeal, the supporting documentation, and proof of payment of the Appeal Fee, the Dean convenes a Grade Appeal Committee. The Committee consists of the Dean of the Faculty (who will serve as Chair), the Dean of another Faculty, the Registrar, a representative of the Student Government Association (SGA), and the Dean of Student Enrollment. (If the Instructor whose grade is being appealed is the Dean of the Faculty, then the Provost appoints another Dean to chair the Committee.)

### **Step 4 The Appeal**

The Committee reviews all documentation, interviews the student and the Instructor, and if necessary, other stakeholders, then makes a recommendation to the Provost. The Committee has the authority to request new evaluation of the student's work, keep the original grade or change the grade. The Provost makes a decision based on the recommendations of the Committee. This decision is final and is communicated to the student, Instructor and Registrar in writing by the Provost. The decision, along with all the grade appeal documentation, is placed in the student's permanent file

### **Step 5 Closure**

The Registrar implements the decision of the Grade Appeal Committee on the student's official academic record.