

School of Journalism and Mass Communications Grade Appeal Policy

October 2014

Per USRR Article 2, Section 3 (2.3.1), a change of grade “may be made only if (1) the original grade resulted from an error, or (2) the original letter was I or P or (3) due to sanctions imposed in the case of academic misconduct. In any of these cases, the change of letter shall not include the change to a W.”

If any student believes there was an error in calculating his or her grade, the student shall contact the instructor within 30 days of the posting of the final grade to attempt to resolve the issue.

If any student believes he or she was not graded in accordance with stated requirements in the syllabus, he or she should first contact the instructor within 30 days of the posting of the final grade to attempt to resolve the issue.

If the grade conflict remains unresolved, the student may proceed to the appeal process.

Grade appeals involving academic misconduct should follow procedures outlined in the School of Journalism and Mass Communications Grievance Policy.

Students pursuing a grade appeal must provide their written statement and rationale for pursuing an appeal. A copy of the assignment(s) in question along with any rubrics or information related to the assignment should be included. This written statement must be presented to the assistant dean within 60 days of the posting of the final grade.

Upon receipt of the written statement of appeal, the assistant dean will forward to an appointed judiciary committee for review. The instructor of the course in question will have an opportunity to provide information related to the assignment, course, and grading policies. The faculty committee will review all materials and provide a recommendation within 30 days of the assistant dean’s receipt of the appeal.

Be aware that the advising office, deans and judiciary committee reviewing grade appeals cannot change a grade. Only the instructor of record may change a grade. The judiciary committee may recommend that the grade stand as assigned or that the instructor reconsider.

The result of a journalism school judiciary committee hearing could be appealed to the University Judicial Board, but only on the limited grounds listed in USRR 6.7.3. (See “Jurisdiction of Various Disputes.”)