

UNIVERSITY OF DETROIT MERCY  
COLLEGE OF BUSINESS ADMINISTRATION

**Policy on Student Grade Grievance Procedure**

The College of Business Administration, in cooperation with the Student Advisory Boards, has created the Student Grade Grievance Advisory Committee. The Student Grade Grievance Advisory Committee has adopted the following operating policies:

1. At the beginning of the academic year, the faculty will elect three Faculty Committee members, one of whom shall serve as chairperson. The Committee will serve one academic year.
2. Grievances occurring in one semester must be filed before the 6<sup>th</sup> week of the following semester to merit consideration by the Committee. (For purposes of interpretation, pre-summer/summer is considered a semester). If the faculty member or student is not at the University in the following semester, then the filing of the grievance will be extended by one semester.

**Steps in Filing Grade Grievances by the Student**

1. If there is a conflict with a student's grade, the student will contact the faculty member and arrange for a private meeting to discuss the grade. The student, beforehand, will prepare his/her reasons for contesting the assigned grade and will have ready all documentation including a copy of the course syllabus, all available examinations or papers, etc. If no resolution is reached to the student's satisfaction, then the student can continue to Step 2.
2. The student should submit in writing the nature of his/her complaint to the Associate Dean.
3. If no resolution is reached, the student may request the Associate Dean to submit his/her grievance, using the Student Grade Grievance Appeal Form, to the Student Grade Grievance Advisory Committee. The Committee then takes action on the grievance and, on the merits of the case, issues a statement to the Dean, faculty member and student within 30 days of hearing the appeal.
4. If the student is still dissatisfied, he/she may appeal to the Dean in writing who then may agree to consider the case and render a final decision.
5. Appeals to the Vice President for Academic Affairs and Provost will be considered only on procedural grounds.

## STUDENT GRADE GRIEVANCE APPEAL FORM

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ STUDENT #: \_\_\_\_\_

GRADE APPEAL THE FOLLOWING CLASS: \_\_\_\_\_

FACULTY MEMBER: \_\_\_\_\_

TERM OF CLASS: \_\_\_\_\_

GRADE ASSIGNED: \_\_\_\_\_

DATE OF MEETING WITH FACULTY MEMBER: \_\_\_\_\_

ATTACH A SUMMARY OF THE DISCUSSION

REASON FOR NOT MEETING WITH FACULTY MEMBER: \_\_\_\_\_

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Note: If the faculty member/student are not at the University in the following semester, then the complete Filing of the grievance will be extended by one semester. The above noted information must be Initially filed by student.

DATE OF MEETING WITH ASSOCIATE DEAN: \_\_\_\_\_

ATTACH A SUMMARY OF THE DISCUSSION

### THE FOLLOWING DOCUMENTATION MUST BE APPENDED TO THE APPEAL

- Course syllabus
- Copies of all correspondence with faculty member and Associate Dean
- Copy of any other grading policy statement of faculty member
- Copies of all examinations and/or materials graded
- Notation as to whether or not student reviewed final examination

BASIS FOR APPEAL:

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NOTE: This is an appeal. The burden of proof is on the appellant to show that the grade assigned was unfair or not correct. The appellant must show substantive evidence that the grade was not correct. It is not sufficient to claim that the grade was not correct. It is not sufficient to claim that the grade should be changed for such reasons as the student was present for every class, the student tried hard, others got better grades, etc.

Note also that an appearance before the Student Grade Grievance Committee will not be scheduled until all required documentation has been presented to the Committee. This material must be in the hands of the Committee at least two weeks before any requested appearance.

STUDENT APPEAL: \_\_\_\_\_

Signature

RECOMMENDATION OF ASSOCIATE DEAN: \_\_\_\_\_

Signature

SUFFICIENT DOCUMENTATION

INSUFFICIENT DOCUMENTATION