

# GRADE APPEALS PROCESS

The following is the process by which a student may appeal a grade in a course, clerkship or selective:

1. A student wishing to contest a course/clerkship grade should first attempt to resolve the matter with the course or clerkship director. The student may initiate a discussion with a course or clerkship director in order to seek information about how the student's grade was determined. The course/clerkship director is encouraged to keep notes on the discussion and the information provided to the student. Notes should be initialed and dated. The student must initiate this discussion within 14 days of the receipt of a grade.
2. If a student believes that he/she still has grounds or reason to formally appeal a grade in the course or clerkship, the student should provide, in writing, the specific grounds for the appeal of the grade to the department chairman. This written request must be submitted to the department chairman within 14 days of the initial discussion with the director.
3. The department chairman should schedule a meeting with the student, within 10 working days from the date the written request was received, to discuss the grounds for the grade appeal.
4. Following discussion with the student, the department chairman may:
  - Support the student's appeal and request that the course/clerkship director revise a grade. In this situation, if the course/clerkship director agrees to revise a grade, the director needs to write a letter to the SOM Registrar (copy to the Office of Student Affairs and copy in student's file) specifying that the grade be changed, and specifying the new grade. According to the ECU Faculty Manual, "The final decision shall rest with the faculty member responsible for the course grade".
  - Deny the student's appeal and leave the grade as originally submitted. In this situation, the department chairman needs to write a letter to the student notifying the student of the decision to deny the appeal. A copy of this letter should be placed in the student's file and a copy forwarded to the Office of Student Affairs.
  - The student must be informed, in writing, of the final decision within 7 days after meeting with the student.
5. If a student believes that due process was not followed in the grade appeals process or that extenuating circumstances exist that need to be considered, the student may present a formal appeal to the Office of Student Affairs. The student needs to provide, in writing, the specific grounds for the appeal to the Office of Student Affairs. The student must submit the written grounds for appeal within 14 days of receipt of notification of the final decision from the department chair.
6. If after discussion with the student, the Office of Student Affairs believes that the student's appeal requires further review, the Student Promotions and Review Committee will be scheduled to hear the appeal. The appeals committee will meet within 14 days from the date the written request is received by the Office of Student Affairs. The student and the department (chairman and course or clerkship director) will have the opportunity to present information to the Committee.
7. The Student Promotions and Review Committee makes its recommendation to the Dean to uphold or deny the appeal within 7 days of the meeting to hear the appeal.
8. The Dean will provide written notification to the student of the decision within 7 days of receipt of the recommendation from the Student Promotions and Review Committee. The Dean's decision is the final academic review for a grade appeal.