

Presentation to College Senate: January 29, 2015 Southfield Campus

1. Rationale for grade change appeal (based upon Wayne State University)
 - a. **the application of non-academic criteria in the grading process**, as listed in the university's non-discrimination and affirmative action statute: race, color, sex, national origin, religion, age, sexual orientation, marital status, or handicap;
 - b. **evaluation of student work by criteria not directly relative to course requirements.**
2. Steps in grade change appeal and rationale:
 - a. Meet with instructor
 - i. Within 30 days of posted grade (middle of time chosen by other institutions; chosen to increase accuracy of data from instructor- because they will remember situation better than if we allow the time to notify instructor to become too long; if the instructor is an adjunct, the 30 days will increase their memory for the event and allow for contact of adjunct in the event that the adjunct is not teaching the next semester- because increasing this time will make it more difficult to contact/work with an adjunct who is not returning the next semester)
 - ii. Meet informally first and if agreement is not met, then student is given form and needs to present data for grade change request during the next (formal) meeting with the instructor
 - iii. Instructor and student keep a copy of the "formal meeting" form, and if student does not agree with decision, then they are given the name and contact information of the Department Chair/Discipline Dean and must contact them within 10 business days (this time frame is consistent with other institutions)
 - iv. If contact is made to Chair/Dean, then instructor is contacted so that they can provide supporting data for their grade decision
 - b. Meet with Chair/Discipline Dean
 - i. Chair/Dean will review the case to see if the rationale for grade change request is met, and will review the data
 - ii. If the student does not agree with the decision of the Chair/Dean, they have 10 days to contact the Academic Dean and are given the name/contact information by the Chair/Dean
 - c. Meet with Academic Dean
 - i. If a meeting is scheduled, the Academic Dean will contact the instructor so that they can provide a copy of the syllabus, the assignment, the student's grades/performance in the class, all contact (i.e., emails) with the student and any other pertinent data.
 - ii. The Academic Dean has the final say in the matter. They may decide to make a rule during the meeting with the student, or may gather more data as deemed necessary. Having the Dean as the "final say" is consistent with the majority of institutions.

- iii. Also, the vast majority of institutions do NOT have a board to make this decision- and consider the condition whereby three individuals have reviewed the case to be sufficient
- iv. In addition, the vast majority of institutions do NOT have students help review the case and make the decision. Due to FERPA, confidentiality and the condition whereby the students may wind up taking future classes together, the institutions were very adamant about this.