

Price College of Business Academic Appeal Policy

Price College of Business faculty are committed to maintaining fair, consistent, and transparent academic evaluation standards. This policy applies to disputes over academic evaluation in courses offered through Price College of Business. Appeals involving courses offered by another college must be filed through that college. If a student believes that a grade received on a particular assignment or in a course is inaccurate or unjust, the student may follow the academic grade appeal process described below.

Grounds for Formal Grade Appeals

Formal academic grade appeals are considered only under specific circumstances. Acceptable grounds include:

1. Prejudiced or capricious evaluation, such as bias or inconsistent application of grading standards
2. A clear error in calculating the final grade
3. The instructor's alleged inability to communicate in English to the extent necessary to adequately instruct students

General dissatisfaction with course delivery, grading rigor, course difficulty, or the impact of a grade on a student's academic progress or graduation plans are not considered valid grounds for an appeal.

Initial Resolution Steps

Before submitting a formal appeal, the student must attempt to resolve the concern through the following steps.

Step 1: Discussion with the Instructor

The first step is for the student to speak directly with the faculty member who assigned the grade. Open communication between the student and instructor is strongly encouraged, as many concerns can be resolved through clarification of grading criteria, expectations, or calculations. During this discussion, the student should clearly explain the reasons they believe the grade merits reconsideration. A student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than February 15 for the previous fall semester or winter intersession; and no later than September 15 for the previous spring semester or summer session.

Step 2: Consultation with the Division Director

If the issue is not resolved after speaking with the instructor, and the student believes the grade was assigned unfairly, the student may contact the Division Director of the department in which the course is offered. This step is appropriate particularly when the student believes the grading policies outlined in the syllabus were not followed, or when other circumstances warrant a second review. The Division Director will review the situation and may serve as a mediator between the student and the instructor.

Step 3: Formal Appeal to the Associate Dean

If the issue remains unresolved after consultation with both the instructor and the Division Director, the student may submit a formal written appeal to the appropriate Associate Dean in Price College of Business. Appeals related to undergraduate courses should be submitted to the Associate Dean for Undergraduate Programs, and appeals related to graduate courses should be submitted to the Associate Dean for Graduate Programs.

The written appeal must:

1. Document the student's attempts to resolve the issue with the instructor and Division Director
2. Clearly explain the basis for the appeal
3. Include any relevant supporting documentation
4. Indicate the remedy requested

This submission will serve as the formal record of the appeal.

Formal Appeal Review Process

Price College of Business will maintain an Academic Appeals Committee consistent with the college and university policies. For each appeal, the Associate Dean will appoint a four-person Academic Appeals Panel, with two faculty members and two students. The panel members may not be affiliated with the division offering the course or the student's major or minor. If a formal appeal is submitted, the following process will take place:

Step 1: Submission of Appeal Materials

The student submits a detailed written statement and all supporting documentation to the Associate Dean.

Step 2: Formation of the Academic Appeals Panel

Upon receipt of a formal appeal, the Associate Dean will refer the case to an Academic Appeals Panel.

Step 3: Instructor Response

The instructor will be asked to submit a written position statement within 10 business days responding to the student's appeal.

Step 4: Opportunity to Respond

After both statements are shared with the Academic Appeals Panel, the student and the instructor will each have 10 business days to submit a written response to the other party's statement if they choose to do so. All materials will be compiled into the Academic Appeals Packet.

Step 5: Committee Review and Decision

After the Academic Appeals Packet is complete, committee members will independently review all materials. The Academic Appeals Panel will then meet to discuss the case and vote on the outcome of the appeal within 10 business days of receiving the full packet. Each committee member will cast one vote. A majority vote determines the outcome. In the event of a tie vote, the Associate Dean overseeing the process will review the case materials and cast the deciding vote. Both the student and the instructor will be notified promptly of the panel's decision and any required actions.

Final Decision

The decision of the Academic Appeals Panel is final. The purpose of the process is to ensure that student concerns are reviewed fairly and impartially, and that academic evaluations follow the policies and grading standards described in the course syllabus.