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Senate Resolution Number **F-11-02**

NOV 14 2011

OFFICE OF THE PRESIDENT  
SCSU

## Faculty Senate Resolution

To: SCSU Interim President Stanley F. Battle

From: Susan Cusato, President of the SCSU Faculty Senate

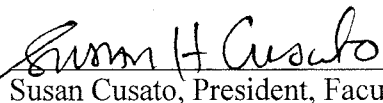
The attached Resolution of the Faculty Senate regards: **Final Grade Appeal Procedures** (to accompany the resolution S-11-06 Grade Appeal Form<sup>1</sup>)

The Resolution is presented to you for your ☒ APPROVAL  
☐ INFORMATION

After considering this resolution, please indicate your action on this form and return it to the President of the Faculty Senate.

In accordance with the CSU-AAUP Contract (Article 5.10), the President of the University will return the Resolution to the President of the Senate within 15 school days of the receipt of the Resolution.

cc: Dr. Marianne Kennedy

  
Susan Cusato, President, Faculty Senate

Nov. 14, 2011  
Date

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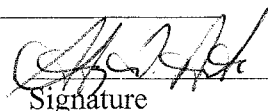
### ENDORSEMENT of Faculty Senate Resolution, **F-11-02**

To: Susan Cusato, President SCSU Faculty Senate

From: Stanley F. Battle, Interim President of the University

1. Motion APPROVED \_\_\_\_\_
2. Motion DISAPPROVED   X   (attach statement)
3. Motion NOTED \_\_\_\_\_
4. Comments There should be some notification at minimum as the dean is the chief academic officer of the school.

\_\_\_\_\_  
Date

  
Signature

<sup>1</sup> The Grade Appeal Form was approved by the Senate in the Spring 2011 as the resolution S-11-06

**Southern Connecticut State University  
Final Grade Appeal Procedures**

**I. Assumptions**

- A) The award of grades<sup>1</sup> is the responsibility of the instructor of the course.
- B) A final course grade shall be changed only with the consent of the instructor of the course and with the approval of the provost or appropriate Dean except for cases which are specified in this document.
- C) All grade appeals must be based on a claim of palpable injustice. A palpable injustice occurs when a faculty member has been demonstrably inconsistent and unfair to the student. Palpable injustice represents a clear and blatant violation of a reasonable evaluation procedure, regardless of whether that procedure is stated or implied. Palpable injustice is NOT warranted when other faculty members simply disagree with the grade, would have graded differently, would have rounded off to the next highest grade, or would have preferred a different evaluation procedure. For example, the Department Grade Appeal Committee or University Grade Appeal Committee is not justified in changing a WF to a WP by considering the circumstances for the withdrawal. The issue is whether the faculty member applied the policy appropriately.
  - 1. Student materials not presented as related to a claim of palpable injustice will not be considered in the grade appeal process.
  - 2. The faculty member should be informed immediately by the chair, DGAC or UGAC of a student's claim of palpable injustice, and should respond by presenting to the DGAC or UGAC the course syllabus and any other information the instructor feels is relevant, within two weeks of being informed of the student's complaint. If the student submits additional information that the DGAC or UGAC determines has potential merit, the faculty member may again be expected to respond to these additional claims within two weeks. The DGAC and UGAC will be aware of the deadlines outlined below, and these deadlines may influence whether or not the DGAC or UGAC chooses to receive additional materials.
- D) These procedures apply only to the change of a grade under conditions specified in section 4.2.2.2 of the Collective Bargaining Agreement. They may be implemented after a final grade has been submitted or after a request for a late withdrawal has been denied by the instructor, and any change may be upward or downward.
- E) These procedures may be implemented at any time during the academic year subject to II A below.
- F) The week of Spring Break shall not be counted when determining how long the grade appeal has been in process.
- G) In attempting to determine if palpable injustice has occurred, both the DGAC and UGAC may consult with other university offices.
- (H) If the DGAC or UGAC determines that special circumstances require input from the appropriate dean in determining a new grade, this input may be sought.

**II. Procedures**

- A) Grade appeals must be initiated on an individual basis. A student must submit a signed Grade Appeal Form to the instructor (no electronic submissions permitted) stating the reason for the grade appeal and the grade s/he feels should have received anytime after receipt of the grade until the

end of 3<sup>rd</sup> week of the semester<sup>2</sup> (called hereinafter the appeal semester) following the date on which a grade was awarded. Grade appeals for work during summer, winter and spring break sessions must be made according to the schedule for the next full semester. See the section on deadlines below. The student and the instructor shall then attempt to settle the matter in good faith. Grade Appeal Forms are available in the Student Affairs office.

B) If it is impossible for the student to contact the instructor (with the help of the instructor's chair if needed), or if the student and instructor cannot reach an agreement, the student must report this to the instructor's chair or the program director (in the case of courses in interdisciplinary programs) by the end of the 5th week of the appeal semester. A copy of the Grade Appeal Form must be included.

C) If the instructor can be contacted, and the student and instructor disagree, the following shall take place:

1. Working in good faith, the chair/director, the instructor, and student shall attempt to settle the matter.

2. If the student, the chair/director and instructor are unable to reach an agreement, then the chair/director has until the end of the 7<sup>th</sup> week of the appeal semester to do one of the following:

A. Convene a committee elected<sup>3</sup> by the department (hereinafter called the Department Grade Appeal Committee or DGAC) which shall, in consultation with the instructor and student, decide whether a palpable injustice has occurred. The DGAC must reach its decision by the 10<sup>th</sup> week of the appeal semester, or the appeal goes directly to the University Grade Appeal Committee UGAC. The student or the faculty member has the right of appeal to the UGAC. In such instances, the UGAC must reach its decision by the last day of the finals' week of the appeal semester. The student must submit a copy of the Grade Appeal Form to the DGAC and/or UGAC as needed.

B. Refer the matter to the UGAC, which shall, in consultation with the instructor and student, decide whether a palpable injustice has occurred.

C. Decide not to convene a DGAC or to refer the matter to the UGAC, only if the chair/director determines that the grade appeal has no merit.

3. If the chair/director decides not to convene a DGAC nor refer the matter to the UGAC, the student may refer the matter to the UGAC, but must do so by the end of the 9<sup>th</sup> week of the appeal semester.

4. The DGAC or the UGAC shall make a decision with reference to the grade appeal following consultation with the instructor and student and with others whom it deems appropriate. These consultations may take place as meetings or through written correspondence. The student and faculty member involved need not be present at the same time. The meetings of the DGAC or UGAC shall consist only of the respective committee members, unless the DGAC or UGAC invite others to attend. The student and faculty member are both permitted to consult with SCSU offices when crafting their respective sides of the argument. A grade change may take place when the DGAC or the UGAC decides that a palpable injustice has occurred and the method to determine the new grade will be designed by the department in consultation with the UGAC. The DGAC or the UGAC shall treat each student as a separate case. The DGAC's or UGAC's decision shall include a written rationale for each decision signed by the committee members. The student, the instructor, the department chair/director, and the chair of the DGAC (when applicable) shall be notified in writing of the committee's decision. If a grade change has been made, the registrar shall also be notified in writing. THE DECISION OF THE DGAC CAN BE APPEALED TO THE UGAC BY EITHER STUDENT COMPLAINANT OR AFFECTED FACULTY MEMBER, AND THE DECISION OF THE UGAC SHALL BE FINAL.

5. If a student or instructor appeals a DGAC decision, the appellant takes the matter directly to the UGAC by the end of the 12<sup>th</sup> week of the appeal semester. The UGAC will entertain an appeal on the basis of a palpable injustice that should or should not have been determined by the DGAC, or if the

concurrence of the President of the University.

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Notes:

1. By grade is meant any of the grades specified in the University Undergraduate or Graduate Catalogs.
2. Semester means the January to May or the September to December sessions of classes.
3. The composition of this committee and its election procedures shall be determined by each department, subject to II F.

Revised Fall 2011