College of Liberal Arts Grade Appeals Policies and Procedures

A. Grade Appeal Procedures

In accordance with Armstrong State University regulations, appeals for a change of grade may be initiated through the head of the appropriate academic department or program prior to midterm of the semester after the grade was received. A change of grade, other than incomplete, cannot be made later than two calendar semesters following the semester in which the grade was received.

A student who contests a grade will have the following line of appeal:

1. The student will discuss the contested grade with the instructor involved.

2. If the grade dispute remains unresolved, the student will meet with the department head/program director and the instructor. If the grade dispute is with the department head/program director, the student will meet with the dean of the college/school (or designee) and the department head/program director. A “memorandum for the record” will be prepared by the department head (dean or designee) that will include the substance of the conversations during the meeting. The student will receive a copy upon request.

3. If the grade dispute remains unresolved, the student will present his or her appeal in writing to the department head/program director or the dean of the college/school (or designee), as applicable, who will then appoint a review board to hear the appeal. It is expected that the student will initiate this step within 45 days after the grade is posted.

   a. The review board will consist of the department head/program director or the dean of the college/school (or designee), as applicable, and two members of the department/program, not including the instructor involved. A separate hearing officer shall be appointed by the college/school dean (or designee). When deemed necessary by the college/school dean (or designee), membership may come from outside the department/program.

   b. The review board shall hear statements from both the student and the instructor involved and will examine documents that are pertinent to the matter under review.

   c. The review board will hear the grade appeal and present its findings to the dean of the college/school (or designee) within 30 days from the initiation of the appeal.

4. If the student plans enrollment in a course for which the course grade being appealed is a prerequisite, then the following timetable will be met at the first of that semester/term:

   a. If a grade appeal is not resolved with the instructor concerned, the student will file an appeal in writing with the department head/program director (or the
college/school dean or designee if the grade dispute is with the department
head/program director). This step will be taken by the first day of classes of the
semester/term following the posting of the disputed grade.
b. The review board to hear the appeal will be appointed by the third day of the
semester. If department/program members are not available to form a review board,
the dean of the college/school, in consultation with the department head/program
director, will appoint a review board.
c. A review board will hear and complete the grade appeal by the fifth day of the
semester, and present its findings to the college/school dean through the hearing
officer (or the vice president if the dean is a member of the committee).
d. If the appeal to the college/school dean is denied, the student will be removed
from the official class roster of the course if the student is already enrolled.

5. If the college/school dean denies the appeal, the student may continue the appeal to the
provost. This appeal must be in writing and must be filed within five days of notification
from the college/school dean.

6. Neither the president nor the Board of Regents will accept or consider appeals based on
academic grades.