

**O QVKQP:**

The Faculty Senate moves to adopt the following minor changes to the UAF Grade Appeals Policy.

Effective: Immediately

Rationale: The Grade Appeals Policy was last revised in 2009. The current revisions address the inclusion of any faculty member instead of only tenure-track faculty members in the Grade Appeals committee. This is intended to be a clean- up of the language only.

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President, UAF Faculty Senate

APPROVAL:

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attempt to resolve the issue informally with the instructor of the course. A student who files a written request for review under the following procedures shall be expected to abide by the final disposition of the review, as provided below, and may not seek further review of the matter under any other procedure within the university.

## II. Definitions

- A. A "grade" refers to final letter grades A, B, C, D, F, and Pass. The I (incomplete) **CPF 'FH'** **\*F GHGTTGF** designate[[s]] a temporary grade, [[for one year]] not a final grade, so [[it is]] **VJ GUG'CTG** not subject to appeal until [[it]] **VJ QUG'**become[[s]] final.
- B. For the purpose of this procedure, "ar

spring semester is the next regular semester for an academic decision made during the previous fall semester.

### III. Procedures

A. Errors by an instructor in determining and recording a grade or by the university staff in transcribing the grade are sources of error that can be readily corrected through the student's prompt attention following the normal change of grade procedure.

1. It is a student's obligation to notify the instructor of any possible error immediately by the most direct means available. If this is through an oral conversation and/or the issue is not immediately resolved, it is the student's responsibility to provide the instructor with a signed, written request for review of the grade, with a copy to the unit department chair and the dean of the college or school in which the course was offered.
2. Notification must be received by the instructor and/or department chair within 30 class days after the beginning of the next regular semester (i.e., fall semester for grade issued at the end of the previous spring semester or summer session spring semester for grade issued at the end of the previous fall semester). [FS Meeting #157, March 2009.]
3. The instructor is responsible for notifying the student in writing of his or her final judgment concerning the grade in question within 5 days of receipt of the request and for promptly submitting the appropriate change of grade form to the Registrar's Office if an error occurred.
4. If the student does not receive a response from the instructor or the unit department chair by the required deadline, the student must seek the assistance of the dean of the college or school in which the course was offered.
5. If the instructor is no longer an employee of the university or is otherwise unavailable, the student must bring the matter to the attention of the unit department chair who will make every effort to contact the instructor by the 15th class day of the next regular semester.
  - a. If the instructor can not be contacted but course is otherwise unavailable, the student must bring the matter to the attention of the unit department chair who will make every effort to contact the instructor by the 15th class day of the next regular semester.

Paragraph III.A.5.a. or Paragraph III.A.5.b. will be instituted if the instructor withdraws from participation.

6. There may be extenuating circumstances when the deadlines cannot be met due to illness, mail disruption, or other situations over which the student may have no control. In such a case, upon request from the student, the dean of students, after review of supporting documentation provided by the student, may recommend to the grade appeals committee that the deadlines be adju

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- 1) direct the instructor to grade again the student's work under the supervision of the department chair,
- 2) direct the instructor to administer a new final examination and/or paper in the course,
- 3) direct a change of the student's registration status (i.e., withdrawn, audit, dropped) in the course.

b. The academic decide