

Eastern Michigan University Grade Review & Grievance Procedures

A. Introduction

The Grade Grievance Procedure provides each student with the opportunity to **formally appeal a final grade** in a course because the student believes that the grade has been awarded capriciously or unfairly.

Typically grade disputes occur when the stated method(s) of evaluation in the course syllabus are not followed and/or the final grade has been calculated incorrectly.

Examples of unfair grading may include but are not limited to the assignment of a course grade to a student:

- On some basis other than relevant performance in the course;
- By resorting to standards different from those which were applied to other students in that course;
- Or by an unreasonable and/or unannounced substantial departure from the instructor's previously articulated standards.

Please note: Disagreement with an instructor's judgement in and of itself is not a basis for a grievance, nor is disagreement with an instructor's grading standards, if such standards have been described in advance for the class, and have been applied fairly to all students in the class.

A final grade is presumed to be correct. The **burden of proof** resides with the student seeking the grievance.

The process allows for **three steps**:

- *Step I: Discussion with the Instructor* (Section C). Whenever possible, conflicts over grades should be resolved informally between the instructor and the student. If the grade dispute is not resolved at informally between the instructor and the student, the student can file a formal Step I grievance with the Department Head/School Director. If the instructor is also the Department Head/School Director, the student can file a formal Step I grievance with the College Dean.
- *Step II: Hearing by College Grade Grievance Committee* (Section D). If the grade dispute is not resolved at Step I, the student can file a formal grievance with the College Dean.
- *Step III: Hearing by University Grade Grievance* (Section E). Under certain, very limited, conditions the instructor or student may request an appeal of a Step II decision.

The process **does not allow for**:

- Disputes about the grading of individual exams or assignments during the semester. Where such disputes arise the student should contact the instructor immediately.
- Class action grievances by one student on behalf of several students or an entire class.

B. Timeline for Steps in the Grade Grievance Process

Please note: Grievances relating to grades awarded for the winter semester ending in April shall normally be pursued the next fall, measuring all stated deadlines with respect to the start of the fall semester in September.

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Step I (See Section C for additional details)

The student must submit a Grade Review Request Form to the Department Head/School Director within *twenty (20) working days* after the start of the semester, per the EMU academic calendar, following the one in which the disputed grade was given. If the Department Head/School Director cannot be reached within the twenty (20) working day period, the student should contact the College Dean no later than the twenty (20) working day period.

Once a Grade Review Request Form is received by Department Head/School Director, the Department Head/School Director will contact the student and instructor via their assigned emich.edu email account to arrange a time and method of communication between the instructor and student to discuss the final course grade and the Grade Review Request Form. Upon the request of either the instructor or student, the Department Head can be present during and assist in facilitation of any method of communication between the instructor and student in discussion of the final course grade and the Grade Review Request Form. The review will be held within *thirty (30) working days* after the start of the semester, per the EMU academic calendar, following the one in which the disputed grade was given. If problems arise with scheduling students are to contact the College Dean.

Step II (See Section D for additional details)

The student must submit a Step II Grade Grievance Request Form to the College Dean within *thirty (30) working days* after the start of the semester, per the EMU academic calendar, following the one in which the disputed grade was given.

1. Within *ten (10) working days* after receipt of the written grievance, the College Dean (or designee) will verify the grievance and schedule a College Grievance hearing.
2. If verification determines the grievance criterion has not been met, the College Dean (or designee) cannot schedule a grievance hearing and must notify the student of the decision within the ten (10) working day period.
 - The College Dean (or designee) must base the verification solely on if the criteria were met and/or factual evidence was provided.

The College Dean (or designee) shall act as non-voting chair of the College Grievance Committee at the hearing.

The committee will present its findings, in writing, to the College Dean (or designee) within *five (5) working days*.

The College Dean (or designee) will forward the committee's written decision to the student and the instructor within *five (5) working days* of receipt of the committee's decision/recommendation.

Step III (See Section E for additional details)

Under very specific and limited conditions either the instructor or the student may submit a Step III Grade Grievance Request Form to the Office of the Provost, appealing the prior decision at Step II by the College Grade Grievance Committee, within *ten (10) working days* of receipt of the Step II decision from the College Dean (or designee).

Within *twenty (20) working days* of the receipt of the Step III Grade Grievance Request Form, the Office of the Provost shall issue a written Step III decision to both the instructor and the student. This decision shall be final; *no further appeal is possible*.

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Deadline Extensions (See Section F for additional details)

Requests for deadline extension(s) must be requested in writing prior to the expiration of the stated time limits outlined above.

C. Step I: Instructor Level

Whenever possible, conflicts over grades should be resolved informally between the instructor and the student as a result of this Step I discussion.

If a student wishes to appeal a final grade, the student must submit a Grade Review Request Form to the Department Head/School Director within *twenty (20) working days* after the start of the semester, per the EMU academic calendar, following the one in which the disputed grade was given.

- Grievances relating to grades awarded for the winter semester will be pursued the next fall, measuring all stated deadlines with respect to the start of the fall semester.

Once a Grade Review Request Form is received by Department Head/School Director, the Department Head/School Director will contact the student and instructor via their assigned emich.edu email account to arrange a time and method of communication between the instructor and student to discuss the final course grade and the Grade Review Request Form. The review will be held within thirty (30) working days after the start of the semester, per the EMU academic calendar, following the one in which the disputed grade was given. If problems arise with scheduling students, instructors, and/or Department Heads/School Directors are to contact the College Dean.

- The Department Head/School Director facilitates the arrangement of a time and method of communication between the instructor and student. The instructor and the student must discuss the disputed grade. In the event that the Department Head/School Director has difficulty in assisting the student in scheduling the meeting, a detailed written record of communication or attempts to communicate between the Department Head/School Director and the instructor and student will be maintained by the Department Head/School Director.
- If the instructor has left the University, or is not available for a period of twenty (20) working days or more (i.e. sabbatical, leave of absence, etc.), then the Department Head shall act on the instructor's behalf.
- Grade Grievance Requests are not processed during the summer session, unless the disputed grade directly affects the student's summer graduation. For grievances that request summer processing, the Department Head or designee will verify graduation status of the student making the request to determine if summer processing is appropriate.

D. Step II: College Grievance Committee

If the grade dispute is not resolved in Step I to the student's satisfaction and the student still believes that the grievance has merit based on facts of the case, the student has the right to file a Step II Grade Grievance Request Form with the College Dean.

Guidelines for Filing a Step II Grade Grievance Request Form

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- A Step II Grade Grievance Request Form must be filed to the College Dean within *thirty (30) working days* after the start of the semester, per the EMU academic calendar, following the one in which the disputed grade was given.
 - A grievance must be based on evidence that the instructor has been capricious and/or unfair in awarding the final course grade. The written grievance must describe specifically the perceived capricious or unfair action of the instructor. The student also should present all other evidence or documentation in support of the Step II request. Please Note: Disagreement with an instructor's judgement in and of itself is not a basis for a grievance, nor is disagreement with an instructor's grading standards, if such standards have been described in advance for the class, and have been applied fairly to all students in the class.
- Within *ten (10) working days* after receipt of the written grievance, the College Dean (or designee) will verify the grievance and schedule a College Grievance hearing. If verification determines the grievance criterion has not been met, the College Dean (or designee) cannot schedule a grievance hearing and must notify the student of the decision within the ten (10) working day period.
 - The College Dean (or designee) must base the verification solely on if the criteria were met and/or factual evidence was provided.

College Grievance Committee Composition:

The College Grade Grievance Committeeⁱ shall be composed of three (3) faculty members and two (2) students. One faculty person and one student must be from the department from which the grievance originated. The other faculty and student representatives must be from different departments within the college. The College Dean (or designee) will select the appropriate faculty and student representatives to serve on a particular grievance committee from the approved designated lists. The faculty approved to serve on the committee shall be designated by the College Council from a list of faculty submitted by each department. In undergraduate student grievances, the student representatives shall be selected from the list of representatives designated annually by Student Government for each department in that particular college. In graduate student grievances, the student committee members must be graduate students. The graduate student representatives will be selected from the list of representatives designated annually by the Graduate School for each department in that particular college.ⁱⁱ

The student may, however, request that the two (2) students be excused and that the grievance be heard only by the three (3) faculty members. This request must be noted on the Step II Grade Grievance Request Form.

Guidelines for College Grievance Committee Hearing:

1. At least two (2) working days prior to the hearing, the Step II Grade Grievance Request Form presented by the student and any written information in support of the instructor shall be distributed to committee members by the College Dean (or designee). In addition, both the student and the instructor shall be provided with copies of these same materials. All available written information shall be presented at this time.
2. A sound recording shall be kept of the hearing. Recorded records of any Step II grievance shall be kept on file in, and maintained by, the College Dean's office and copies shall be provided, upon request, to the student who has filed the grade grievance or the faculty member against whom the grievance was filed. Sound recordings will be purged by the College Dean's office on the last day of the term in which the grievance was filed.

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3. The hearing shall be open unless the student or instructor requests a closed hearing. This request should be conveyed in writing to the College Dean (or designee) prior to the hearing.
 - Open Hearing: Grade Grievance Committee Members, Student Grievant, Instructor, Advisers (as stipulated in the policy), and any member of the University community (i.e., students in good standing or full time faculty or staff members) are permitted to be present during the hearing.
 - Closed Hearing: Grade Grievance Committee Members, Student Grievant, Instructor, and Advisers (as stipulated in the policy) are permitted to be present during the hearing.
4. Both the student and instructor shall be permitted an adviser at the hearing. Advisers must be members of the University community, i.e., students in good standing or full-time faculty or staff members.
5. The College Dean (or designee) shall begin the hearing by beginning the recorder and reviewing the guidelines and procedures under which the hearing shall be conducted. The College Dean (or designee) will then announce, “The Step II College Grade Grievance hearing is being held on (date). (Name of Student) is grieving the grade of (grade) received during the (semester) in (class prefix, number, and section identification number) taught by (instructor). The following committee members are in attendance today: (members give their names).”
6. In order, the student and the instructor will present their cases. Both the student and the instructor may call witnesses, and the student, instructor, adviser(s), and committee members all have the right to question any witnesses that are called. The student and the instructor should be asked for a brief closing statement.
7. Instructors may opt not to participate in the Step II hearing. In such cases the hearing committee must review the Step I Grade Grievance Request Form.
8. The College Dean (or designee) will then close the hearing with; “This Step II College Grade Grievance hearing is now concluded.” The committee, minus the College Dean (or designee), will meet in executive session and will present its findings, in writing to the College Dean (or designee) within five (5) working days. The written decision/recommendations will be signed by the members of the committee. The College Dean (or designee) will forward the committee’s written decision to the student and the instructor within five (5) working days of receipt of the committee’s decision/recommendation.
9. If determined through the grievance process that a student’s grade is to be changed, the following process will be used:
 - The College Dean (or designee) will forward the committee’s recommendation for the change of grade to the instructor and the student.
 - The instructor shall have ten (10) working days from receipt of the committee’s recommendation to file a grade change or appeal the decision to Step III.
 - If the instructor fails to change the grade or appeal the decision within the allotted time or notifies the committee of intent to not comply with the recommendation to do so, the College Dean (or designee) will file the grade change form in accordance with the committee’s recommendation.
 - The student and instructor will receive copies of the completed grade change form.
10. Either the student or the instructor may appeal the decision/recommendation of the College Grade Grievance Committee to the University Grade Grievance Committee under the conditions listed below. The Step III Grade Grievance Request Form must be submitted to the Office of the Provost within *ten (10) working days* of receipt of the Step II decision from the College Dean (or designee).

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E. Step III: University Grade Grievance Committee

Either the instructor or the student may submit a Step III Grade Grievance Request Form to the Office of the Provost, appealing the prior decision at Step II by the College Grade Grievance Committee, within *ten (10) working days* of receipt of the Step II decision from the College Dean (or designee), if at least one of the three conditions is met:

- There is evidence that established procedures for Step II were violated; or
- There was at least one dissenting vote at the Step II level; or
- New evidence or new witnesses not previously considered or heard at Step II become available.

Please Note: There is no automatic right of appeal. In the absence of one of the conditions above, simple disagreement with the decision rendered at Step II is not sufficient basis for an appeal.

If the appeal is based on new evidence or new witnesses:

- The Step III Grade Grievance Request Form must explain precisely how this evidence or testimony relates directly to the alleged unfair or capricious awarding of the disputed grade.
- If said evidence or witnesses had been available prior to the Step II hearing, the hearing shall be remanded back to the Step II College committee. Only newly discovered evidence and/or witnesses may be introduced at the Step III hearing level.
- It shall be the responsibility of the petitioner to demonstrate that the evidence and/or witnesses were not available at Step II.

The University Grade Grievance Committeeⁱⁱⁱ shall be chaired by the Provost (or designee) and shall have the following additional members: the dean of the involved college (or designee); two (2) faculty members, one of whom is from the involved college, but not from the department in which the grievance originated; and one (1) student appointed by Student Government (in the case of undergraduate grievance) or by the Graduate School (in the case of graduate grievance). The two faculty members shall be selected by the Provost (or designee) from an available pool of nominees representing all colleges.

The University Grade Grievance Committee shall review:

- All written documents that were available to the College Grade Grievance Committee
- The audio recording of the Step II hearing
- The final report and decision of the Step II Committee
- The Step III Grade Grievance Request Form

The University Grade Grievance Committee may reconvene the participants in the Step II hearing to answer questions, if desired.

Within *twenty (20) working days* of the receipt of the Step III Grade Grievance Request Form, the Office of the Provost shall issue a written Step III decision to both the instructor and the student. This decision shall be final; *no further appeal is possible*.

F. Deadline Extensions

The time limits/deadlines for submitting grievances/appeals, holding meetings, making decisions are to be followed by all parties. However, extensions of the limits may be requested in writing by any of the involved parties. Such requests must originate prior to the expiration of the stated time limit. The Dean of the involved college will make the decision to approve or to deny each request for a time limit extension at Step I or Step II. Decisions regarding Step III time limit extensions will be made by the Office of the Provost.

G. Records

When the Grade Grievance Procedure results in an instructor's grade being changed without the instructor's agreement, then all University records containing that grade in which the name of the instructor appears shall be identified by an asterisk (*). On these records, the asterisk will be footnoted with the following statement: "This grade is a result of an appeal procedure." On those records in which the instructor's name does not appear, the grade will not be asterisked, nor will there be any other indication that the original grade was changed.

ⁱ Annually by October 15th, each academic department shall select faculty members to serve on the College Grade Grievance Committee (at least one person to serve as a regular member of the Committee and one as an alternate). The Committee will hear all Step II grade grievances during the next twelve months. Substitute members shall be selected to replace any committee member who is personally involved or has a conflict of interest in a grade grievance. Also, substitute members shall be selected to replace any faculty committee member who is unavailable for an extended period of time (e.g., summer, sabbatical, etc.). A copy of this list will be kept on file with the College Dean's office and the Office of the Provost.

ⁱⁱ Student representatives for college grade grievance committees are nominated by department heads/school directors, submitted to the dean's office and forwarded for approval by: Student Government for undergraduate students; and the Graduate School for graduate students. It is the responsibility of the department (for undergraduate students) and the Graduate School (for graduate students) to check the academic and judicial standing of the nominated students. After review of the student lists, Student Government or the Graduate School may notify the dean's office of students who are ineligible to participate. If no such notification is received by October 15th, the lists are considered approved. These remain the approved lists until new lists are compiled and submitted. Since two students are needed on college grievance committees, at least two undergraduate and two graduate student names are needed. A copy of this list will be kept on file with the College Dean's office and the Office of the Provost.

ⁱⁱⁱ Each college shall select two (2) faculty members plus one (1) alternate who are available during a twelve-month period for assignment to the Step III University Grade Grievance Committee. These selections shall be made by the appropriate college-level faculty advisory council/committee at the beginning of the academic year (by October 15th). Unlike the College Grade Grievance Committee, the University committee may, of necessity, have a different membership for each grievance.

Eastern Michigan University Step I – Grade Review Request Form

The Grade Grievance Procedure provides each student with the opportunity to **formally appeal a final grade** in a course because the student believes that the grade has been awarded capriciously or unfairly.

Typically grade disputes occur when the stated method(s) of evaluation in the course syllabus are not followed and/or the final grade has been calculated incorrectly.

Examples of unfair grading may include but are not limited to the assignment of a course grade to a student:

- On some basis other than relevant performance in the course;
- By resorting to standards different from those which were applied to other students in that course;
- Or by an unreasonable and/or unannounced substantial departure from the instructor's previously articulated standards.

Please note: Disagreement with an instructor's judgement in and of itself is not a basis for a grievance, nor is disagreement with an instructor's grading standards, if such standards have been described in advance for the class, and have been applied fairly to all students in the class.

A final grade is presumed to be correct. The **burden of proof** resides with the student seeking the grievance.

The process allows for **three steps**:

- *Step I: Discussion with the Instructor* (Section C). Whenever possible, conflicts over grades should be resolved informally between the instructor and the student. If the grade dispute is not resolved at informally between the instructor and the student, the student can file a formal Step I grievance with the Department Head/School Director.
- *Step II: Hearing by College Grade Grievance Committee* (Section D). If the grade dispute is not resolved at Step I, the student can file a formal grievance with the College Dean.
- *Step III: Hearing by University Grade Grievance* (Section E). Under certain, very limited, conditions the instructor or student can appeal a Step II decision.

The process **does not allow for**:

- Disputes about the grading of individual exams or assignments during the semester. Where such disputes arise the student should contact the instructor immediately.
- Class action grievances by one student on behalf of several students or an entire class.

Step I: Instructor Level

Whenever possible, conflicts over grades should be resolved informally between the instructor and the student as a result of this Step I discussion.

If a student wishes to appeal a final grade, the student must submit a Grade Review Request Form to the Department Head/School Director within *twenty (20) working days* after the start of the semester, per the EMU academic calendar, following the one in which the disputed grade was given.

- Grievances relating to grades awarded for the winter semester will be pursued the next fall, measuring all stated deadlines with respect to the start of the fall semester.

Once a Grade Review Request Form is received by Department Head/School Director, the Department Head/School Director will contact the student and instructor via their assigned emich.edu email account to arrange a time and method of communication between the instructor and student to discuss the final course grade and the Grade Review Request Form. The review will be held within thirty (30) working days after the start of the semester, per the EMU academic calendar, following the one in which the disputed grade was given. If problems arise with scheduling students, instructors, and/or Department Heads/School Directors are to contact the College Dean.

- The Department Head/School Director facilitates the arrangement of a time and method of communication between the instructor and student. The instructor and the student must discuss the disputed grade. In the event that the Department Head/School Director has difficulty in assisting the student in scheduling the meeting, a detailed written record of communication or attempts to communicate between the Department Head/School Director and the instructor and student will be maintained by the Department Head/School Director.
- If the instructor has left the University, or is not available for a period of twenty (20) working days or more (i.e. sabbatical, leave of absence, etc.), then the Department Head shall act on the instructor's behalf.
- Grade Grievance Requests are not processed during the summer session, unless the disputed grade directly affects the student's summer graduation. For grievances that request summer processing, the Department Head or designee will verify graduation status of the student making the request to determine if summer processing is appropriate.

*Before filing this form, please read EMU's Grade Grievance Procedure in its entirety.

Eastern Michigan University
Step I – Grade Review Request Form

If a student wishes to appeal a final grade, the student must submit a Grade Review Request Form to the Department Head/School Director within twenty (20) working days after the start of the semester, per the EMU academic calendar, following the one in which the disputed grade was given.

Once a Grade Review Request Form is received by Department Head/School Director, the Department Head/School Director will contact the student and instructor via their assigned emich.edu email account to arrange a time and method of communication between the instructor and student to discuss the final course grade and the Grade Review Request Form. The review will be held within thirty (30) working days after the start of the semester, per the EMU academic calendar, following the one in which the disputed grade was given. If problems arise with scheduling students are to contact the College Dean.

STUDENT INFORMATION

Last Name: _____ First Name: _____
E #: _____ Phone #: _____ Email: _____@emich.edu

COURSE INFORMATION

Session of Enrollment: _____ Professor Name: _____
Course Number: _____ CRN: _____ Course Title: _____

GRADE INFORMATION

Original Grade: _____ Grade Change Requested on Appeal: _____

STATE THE GRADING ERROR THAT OCCURED

What condition(s) are being alleged? At least one condition must apply to your complaint.

- Computational or clerical error in determining the final course grade;
- On some basis other than relevant performance in the course;
- By resorting to standards different from those which were applied to other students in that course;
- Or by an unreasonable and/or unannounced substantial departure from the instructor's previously articulated standards.

STUDENT SUPPORTING DOCUMENTATION:

You must include the following with your completed Grade Review Request Form:

1. A copy of the course syllabus.
2. A statement outlining the grading error that occurred and your rationale for why the grade should be revised.
3. Any additional evidence that is relevant to the rationale you provided in your statement (i.e. emails, canvas communications, etc.).

INSTRUCTOR/STUDENT COMMUNICATION

- I verify that I have discussed this grade grievance request with my instructor; Date of Discussion: _____
- I verify that I have not discussed this grade grievance request with my instructor

STUDENT SIGNATURE

*I understand that this is an appeal for a grade change, and the result may raise, lower, or have no effect upon my grade.
I hereby certify that this form contains complete, accurate, and truthful statement(s) of facts in this matter.*

Student Signature: _____ Date: _____

INSTRUCTOR SUPPORTING DOCUMENTATION:

Please attach the following with this Grade Review Request Form:

1. A copy of the students detailed grade breakdown
2. A copy of the course syllabus including grading criterion and/or scale

GRADE REVIEW OUTCOME AND INSTRUCTOR SIGNATURE

Please provide a statement supporting your determination of this grade review. Attach additional page(s) as necessary.

**Must be completed after the Step I instructor/student communication.*

Instructor Name (Print): _____ Date: _____

Signature: _____

Note: The entire body of work for this course may be reviewed. Therefore, the final grade has the potential to be raised, lowered, or remain the same.

*Before filing this form, please read EMU's Grade Grievance Procedure in its entirety.

Eastern Michigan University Step II – College Grade Grievance Request Form

The Grade Grievance Procedure provides each student with the opportunity to **formally appeal a final grade** in a course because the student believes that the grade has been awarded capriciously or unfairly.

Typically grade disputes occur when the stated method(s) of evaluation in the course syllabus are not followed and/or the final grade has been calculated incorrectly.

Examples of unfair grading may include but are not limited to the assignment of a course grade to a student:

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- By resorting to standards different from those which were applied to other students in that course;
- Or by an unreasonable and/or unannounced substantial departure from the instructor's previously articulated standards.

Please note: Disagreement with an instructor's judgement in and of itself is not a basis for a grievance, nor is disagreement with an instructor's grading standards, if such standards have been described in advance for the class, and have been applied fairly to all students in the class.

A final grade is presumed to be correct. The **burden of proof** resides with the student seeking the grievance.

The process allows for **three steps**:

- Step I: Discussion with the Instructor (Section C). Whenever possible, conflicts over grades should be resolved informally between the instructor and the student. If the grade dispute is not resolved at informally between the instructor and the student, the student can file a formal Step I grievance with the Department Head/School Director.
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The process **does not allow for**:

- Disputes about the grading of individual exams or assignments during the semester. Where such disputes arise the student should contact the instructor immediately.
- Class action grievances by one student on behalf of several students or an entire class.

Step II: College Grievance Committee

If the grade dispute is not resolved in Step I to the student's satisfaction and the student still believes that the grievance has merit based on facts of the case, the student has the right to file a Step II Grade Grievance Request Form with the College Dean.

Upon receipt of the Step II Grade Grievance Request Form, the College Dean (or designee) will review the Step I and Step II request forms to verify the student has met at least one of the following conditions and provided any factual evidence related to this condition:

- Computational or clerical error
- On some basis other than relevant performance in the course;
- By resorting to standards different from those which were applied to other students in that course;
- Or by an unreasonable and/or unannounced substantial departure from the instructor's previously articulated standards.

Guidelines for Filing a Step II Grade Grievance Request Form

- A Step II Grade Grievance Request Form must be filed to the College Dean within *thirty (30) working days* after the start of the semester following the one in which the disputed grade was given.
 - A grievance must be based on evidence that the instructor has been capricious and/or unfair in awarding a grade. The written grievance must describe specifically the perceived capricious or unfair action of the instructor. The student also should present all other evidence or documentation in support of the Step II request. Please Note: Disagreement with an instructor's judgement in and of itself is not a basis for a grievance, nor is disagreement with an instructor's grading standards, if such standards have been described in advance for the class, and have been applied fairly to all students in the class.
- Within ten (10) working days after receipt of the Step II Grade Grievance Request Form, the College Dean (or designee) will conduct the verification and schedule a College Grievance hearing. If verification determines no college grievance hearing will be held, the College Dean (or designee) will notify the student of this decision within the ten (10) working day period.
 - The College Dean (or designee) cannot make a personal judgement that the grievance is without merit, and thus refuse to give it to the committee. The College Dean (or designee) must base the verification solely on if the criteria were met and/or factual evidence was provided.

*Before filing this form, please read EMU's Grade Grievance Procedure in its entirety.

Eastern Michigan University
Step II – College Grade Grievance Request Form

- The Committee hearing shall be open unless the student or instructor requests a closed hearing. This request should be conveyed in writing to the College Dean (or designee) prior to the hearing.

College Grievance Committee Composition:

The College Grade Grievance Committeeⁱ shall be composed of three (3) faculty members and two (2) students. One faculty person and one student must be from the department from which the grievance originated. The other faculty and student representatives must be from different departments within the college. The College Dean (or designee) will select the appropriate faculty and student representatives to serve on a particular grievance committee from the approved designated lists. The faculty approved to serve on the committee shall be designated by the College Council from a list of faculty submitted by each department. In undergraduate student grievances, the student representatives shall be selected from the list of representatives designated annually by Student Government for each department in that particular college. In graduate student grievances, the student committee members must be graduate students. The graduate student representatives will be selected from the list of representatives designated annually by the Graduate School for each department in that particular college.ⁱⁱ

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Step II – College Grade Grievance Request Form

If the grade dispute is not resolved in Step I to the student's satisfaction and the student still believes that the grievance has merit based on facts of the case, the student has the right to file a Step II Grade Grievance Request Form with the College Dean.

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- On some basis other than relevant performance in the course;
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Please note: Disagreement with an instructor's judgement in and of itself is not a basis for a grievance, nor is disagreement with an instructor's grading standards, if such standards have been described in advance for the class, and have been applied fairly to all students in the class.

STUDENT INFORMATION

Last Name: _____ First Name: _____
E #: _____ Phone #: _____ Email: _____@emich.edu

COURSE INFORMATION

Session of Enrollment: _____ Professor Name: _____
Course Number: _____ CRN: _____
Course Title: _____

GRADE INFORMATION

Original Grade: _____ Grade Change Requested on Appeal: _____

STATE THE GRADING ERROR THAT OCCURED

What condition(s) are being alleged? At least one condition must apply to your complaint.

- Computational or clerical error
- On some basis other than relevant performance in the course;
- By resorting to standards different from those which were applied to other students in that course;
- Or by an unreasonable and/or unannounced substantial departure from the instructor's previously articulated standards.

STEP 1 – INSTRUCTOR/STUDENT MEETING

- I verify that I have attempted to resolve this matter with the instructor.
- I verify that I completed Step I within the required thirty (30) working day time frame.

Date of meeting with instructor: _____

Outcome of meeting with instructor (If no meeting took place, explain why): _____

ADDITIONAL SUPPORTING DOCUMENTATION:

You must include the following with your completed College Grade Grievance Request Form:

1. A copy of the course syllabus.
2. A statement outlining the grading error that occurred and your rationale for why the grade should be revised.
3. Any additional evidence that is relevant to the rationale you provided in your statement (i.e. emails, canvas communications, etc.).
4. A copy of the completed Step I Grade Review Request Form and additional documents signed by both the student and instructor.

Eastern Michigan University
Step II – College Grade Grievance Request Form

OPEN OR CLOSED HEARING OPTION

The hearing shall be open unless the student or instructor requests a closed hearing.

Open Hearing: Grade Grievance Committee Members, Student Grievant, Instructor, Advisers (as stipulated in the policy), and any member of the University community (i.e., students in good standing or full time faculty or staff members) are permitted to be present during the hearing.

Closed Hearing: Grade Grievance Committee Members, Student Grievant, Instructor, and Advisers (as stipulated in the policy) are permitted to be present during the hearing.

Please check below if you would like to request a closed hearing:

- I am requesting a closed hearing.

STUDENT COMMITTEE MEMBER OPTION

College Grade Grievance Committees include student members. The student may request that the two (2) students be excused and that the grievance be heard only by the three (3) faculty members.

- I am requesting the two (2) students be excused and that the grievance be heard by only the three (3) faculty members.

STUDENT SIGNATURE

I understand that this is an appeal for a grade change, and the result may raise, lower, or have no effect upon my grade.

I hereby certify that this form contains complete, accurate, and truthful statement(s) of facts in this matter.

Student Signature: _____ Date: _____

Note: The entire body of work for this course may be reviewed. Therefore, the final grade has the potential to be raised, lowered, or remain the same.

For University Use Only

To be completed by College Dean or Designee:

Criteria Met:

- The Step II Grade Grievance Request Form and additional documentation being submitted meets one the of the following criteria:
- Computational or clerical error
 - On some basis other than relevant performance in the course;
 - By resorting to standards different from those which were applied to other students in that course;
 - Or by an unreasonable and/or unannounced substantial departure from the instructor's previously articulated standards.
- The Step II Grade Grievance Request Form and additional documentation being submitted does not meet any of the above stated criteria. If this option is selected, the College Dean or designee must provide a written rationale which indicates how the criteria were not met.

Factual Evidence:

- The Step II Grade Grievance Request Form and additional documentation provides factual evidence related to the above selected criteria.
- The Step II Grade Grievance Request Form and additional documentation does not provide factual evidence related to the above selected criteria.

Grievance Materials Verification:

- A Step II College Grade Grievance Committee will be convened.
- A Step II College Grade Grievance Committee will not be convened.
- If verification results in no committee being convened, a rationale must be attached to this form which indicates how the criteria were not met and/or factual evidence was not provided.

Eastern Michigan University
Step II – College Grade Grievance Request Form

To be completed by College Grievance Committee:

COMMITTEE DECISION AND SIGNATURE

- Approved Grade granted on appeal: _____
 Denied

Committee Chair Name (Print): _____ Date: _____

Signature: _____

COMMITTEE DECISION RATIONALE:

A written rationale for the committee decision must be attached to this form.

Eastern Michigan University Step III – University Grade Grievance Request Form

The Grade Grievance Procedure provides each student with the opportunity to **formally appeal a final grade** in a course because the student believes that the grade has been awarded capriciously or unfairly.

Typically grade disputes occur when the stated method(s) of evaluation in the course syllabus are not followed and/or the final grade has been calculated incorrectly.

Examples of unfair grading may include but are not limited to the assignment of a course grade to a student:

- On some basis other than relevant performance in the course;
- By resorting to standards different from those which were applied to other students in that course;
- Or by an unreasonable and/or unannounced substantial departure from the instructor's previously articulated standards.

Please note: Disagreement with an instructor's judgement in and of itself is not a basis for a grievance, nor is disagreement with an instructor's grading standards, if such standards have been described in advance for the class, and have been applied fairly to all students in the class.

A final grade is presumed to be correct. The **burden of proof** resides with the student seeking the grievance.

The process allows for **three steps**:

- Step I: Discussion with the Instructor (Section C). Whenever possible, conflicts over grades should be resolved informally between the instructor and the student. If the grade dispute is not resolved at informally between the instructor and the student, the student can file a formal Step I grievance with the Department Head/School Director.
- Step II: Hearing by College Grade Grievance Committee (Section D). If the grade dispute is not resolved at Step I, the student can file a formal grievance with the Department Head.
- Step III: Hearing by University Grade Grievance (Section E). Under certain, very limited, conditions the instructor or student can appeal a Step II decision.

The process **does not allow for**:

- Disputes about the grading of individual exams or assignments during the semester. Where such disputes arise the student should contact the instructor immediately.
- Class action grievances by one student on behalf of several students or an entire class.

Step III: University Grade Grievance Committee

Either the instructor or the student may submit a Step III Grade Grievance Request Form to the Office of the Provost, appealing the prior decision at Step II by the College Grade Grievance Committee, within *ten (10) working days* of receipt of the Step II decision from the College Dean (or designee), if at least one of the three conditions is met:

- There is evidence that established procedures for Step II were violated; or
- There was at least one dissenting vote at the Step II level; or
- New evidence or new witnesses not previously considered or heard at Step II become available.

Please Note: There is no automatic right of appeal. In the absence of one of the conditions above, simple disagreement with the decision rendered at Step II is not sufficient basis for an appeal.

If the appeal is based on new evidence or new witnesses:

- The Step III Grade Grievance Request Form must explain precisely how this evidence or testimony relates directly to the alleged unfair or capricious awarding of the disputed grade.
- If said evidence or witnesses had been available prior to the Step II hearing, the hearing shall be remanded back to the Step II College committee. Only newly discovered evidence and/or witnesses may be introduced at the Step III hearing level.
- It shall be the responsibility of the petitioner to demonstrate that the evidence and/or witnesses were not available at Step II.

The University Grade Grievance Committeeⁱⁱⁱ shall be chaired by the Provost (or designee) and shall have the following additional members: the dean of the involved college (or designee); two (2) faculty members, one of whom is from the involved college, but not from the department in which the grievance originated; and one (1) student appointed by Student Government (in the case of undergraduate grievance) or by the Graduate School (in the case of graduate grievance). The two faculty members shall be selected by the Provost (or designee) from an available pool of nominees representing all colleges.

The University Grade Grievance Committee shall review:

- All written documents that were available to the College Grade Grievance Committee
- The audio recording of the Step II hearing
- The final report and decision of the Step II Committee
- The Step III Grade Grievance Request Form

The University Grade Grievance Committee may reconvene the participants in the Step II hearing to answer questions, if desired.

*Before filing this form, please read EMU's Grade Grievance Procedure in its entirety.

Eastern Michigan University
Step III – University Grade Grievance Request Form

Within *twenty (20) working days* of the receipt of the Step III Grade Grievance Request Form, the Office of the Provost shall issue a written Step III decision to both the instructor and the student. This decision shall be final; *no further appeal is possible*.

Eastern Michigan University Step III – University Grade Grievance Request Form

Either the instructor or the student may submit a Step III Grade Grievance Request Form to the Office of the Provost, appealing the prior decision at Step II by the College Grade Grievance Committee, within *ten (10) working days* of receipt of the Step II decision from the College Dean (or designee), if at least one of the three conditions is met:

- There is evidence that established procedures for Step II were violated; or
- There was at least one dissenting vote at the Step II level; or
- New evidence or new witnesses not previously considered or heard at Step II become available.

Please Note: There is no automatic right of appeal. In the absence of one of the conditions above, simple disagreement with the decision rendered at Step II is not sufficient basis for an appeal.

If the appeal is based on new evidence or new witnesses:

- The Step III Grade Grievance Request Form must explain precisely how this evidence or testimony relates directly to the alleged unfair or capricious awarding of the disputed grade.
- If said evidence or witnesses had been available prior to the Step II hearing, the hearing shall be remanded back to the Step II College committee. Only newly discovered evidence and/or witnesses may be introduced at the Step III hearing level.
- It shall be the responsibility of the petitioner to demonstrate that the evidence and/or witnesses were not available at Step II.

REQUESTORS INFORMATION (Student or Instructor)

Last Name: _____ First Name: _____
E #: _____ Phone #: _____ Email: _____@emich.edu

COURSE INFORMATION

Session of Enrollment: _____ Professor Name: _____
Course Number: _____ CRN: _____
Course Title: _____

GRADE INFORMATION

Original Grade: _____ Grade Change Requested on Appeal: _____

CONDITION FOR FILING STEP III REQUEST

- There is evidence that established procedures for Step II were violated; or
 There was at least one dissenting vote at the Step II level; or
 New evidence or new witnesses not previously considered or heard at Step II become available.

STEP II – COLLEGE GRADE GRIEVANCE COMMITTEE

Approved Grade granted on appeal: _____
 Denied
 Date of Hearing: _____ Date Decision was Received: _____

ADDITIONAL SUPPORTING DOCUMENTATION:

You must include the following with your completed University Grade Grievance Request Form:

1. A statement outlining your rationale for filing this Step III Request.
2. Any additional evidence that is relevant to the rationale you provided in your statement (i.e. emails, canvas communications, etc.).
3. A copy of the completed Step I Grade Review Request Form and additional documents signed by both the student and instructor.
4. A copy of the completed Step II Grade Grievance Request Form and additional documents signed by the student, College Dean (or designee), and the College Grievance Committee.

REQUEST BY STUDENT – SIGNATURE (only completed if student is requesting)

I understand that this is an appeal of a Step II Grade Grievance Decision, and the result may raise, lower, or have no effect upon my grade.

I hereby certify that this form contains complete, accurate, and truthful statement(s) of facts in this matter.

Student Signature: _____ Date: _____

*Before filing this form, please read EMU's Grade Grievance Procedure in its entirety.

Eastern Michigan University
Step III – University Grade Grievance Request Form

REQUEST BY INSTRUCTOR – SIGNATURE (only completed if instructor is requesting)

I understand that this is an appeal for a Step II Grade Grievance Decision, and the result may raise, lower, or have no effect upon the grade I issued.

I hereby certify that this form contains complete, accurate, and truthful statement(s) of facts in this matter.

Instructor Signature: _____ Date: _____

Note: The entire body of work for this course may be reviewed. Therefore, the final grade has the potential to be raised, lowered, or remain the same.

For University Use Only

To be completed by Office of the Provost or Designee:

Criteria Met:

- The Step III Grade Grievance Request Form and additional documentation being submitted meets one of the following criteria:
 - There is evidence that established procedures for Step II were violated; or
 - There was at least one dissenting vote at the Step II level; or
 - New evidence or new witnesses not previously considered or heard at Step II become available.
- The Step III Grade Grievance Request Form and additional documentation being submitted does not meet any of the above stated criteria. If this option is selected, the Office of the Provost or designee must provide a written rationale which indicates how the criteria were not met.

Factual Evidence:

- The Step III Grade Grievance Request Form and additional documentation provides factual evidence related to the above selected criteria.
- The Step III Grade Grievance Request Form and additional documentation does not provide factual evidence related to the above selected criteria.

Verification Outcome & Rationale:

A written outcome and rationale for the verification decision must be attached to this form.

To be completed by University Grievance Committee (if convened):

COMMITTEE DECISION AND SIGNATURE

- Approved Grade granted on appeal: _____
- Denied

Committee Chair Name (Print): _____ Date: _____

Signature: _____

COMMITTEE DECISION RATIONALE:

A written rationale for the committee decision must be attached to this form.