

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	June 2017*	Category:	Student Policies
Name:	Academic Evaluation and Grade Appeals Policy and Procedures				

1.0 PURPOSE

The University is committed to ensuring students are evaluated and graded in a fair and consistent manner and that evaluations and grades accurately reflect the work performed by the students. From time-to-time, students may be compelled to seek clarification and confirmation that the grade they earned in a course, on a test, quiz, or assignment, accurately reflects the work product of the student. This Policy sets forth the process for academic evaluation and grade appeals.

2.0 SCOPE

This Policy applies to all University students.

3.0 POLICY

Faculty members are responsible for outlining course and grading policies to students at the beginning of each course. If a student has a complaint about a faculty member or believes that they have received a wrong grade on an examination, quiz, assignment, or for a course, the first step is to discuss the problem directly with the faculty member teaching the course to seek resolution.

If addressing the issue directly with the faculty member does not yield a satisfactory explanation or resolution, the student may bring the matter to the attention of the respective department head.

If the student is not satisfied after working with the department head, the next person in the line of appeal, is the respective school dean.

If the student wishes to make the formal grievance, the student must describe the issue and desired resolution in writing to the dean.

Should the person to whom the student would bring the appeal in this process as outlined above also be the faculty member in whose course the grade is being questioned, that faculty member will have no jurisdiction over the student's appeal. In such a case, the Vice President for Academic Affairs will call on an appropriate faculty member from the department or a related department to review the circumstances and make a recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs will be the final arbitrator in any appeal.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS