Grade and Absence Appeals Procedure
School of Art
Approved Fall 2002

Students wishing to appeal a grade decision based in the School of Art should follow the procedure listed below. This procedure may also be used if a student believes an opportunity should be provided to make up work missed during absence from classes.

The Associate Director of the School of Art shall serve as mediator for all student grievances, unless the Associate Director is the principal in the dispute, in which case the Director will name an alternate mediator.

Grade and Absence Appeals Procedure:
Grade appeals must start by the end of the seventh week of the spring semester for grades received during fall semester and by the end of the seventh week of the fall semester for grades received during the spring and/or summer semesters. All actions for grade changes must be completed during the semester in which the grade is appealed.

• The student is responsible for submitting the evidence and substance of the grievance in writing to the Associate Director.

• Associate Director shall attempt to mediate the dispute by hearing the complaint, gathering information, and talking with the faculty and student directly involved.

If mediation by the Associate Director is not satisfactory:
• Student may appeal to the Student Grievance Committee in the School of Art.
• The Associate Director will refer submitted materials to the Student Grievance Committee.
• Committee shall then schedule a hearing with the student and faculty member to discuss.
• If possible, mediate the grievance.
• The Committee will make a recommendation to the faculty member regarding the appeal.

It must be remembered, the sole responsibility and authority for determining the grade rests with the faculty member who assigned the grade.

Student Grievance Committee Members:
• Three faculty members
• One student appointed by the Associate Director
• These members may not be the Director or Associate Director of the School of Art, nor may they be directly involved in the dispute.

Function of the Student Grievance Committee:
• To hear the complaint
• Gather information
• Talk with the student and faculty member involved
• Mediate the dispute, if possible
• Identify appropriate channels for solving the problem (whether within or outside the School of Art)

If no resolution is achieved at the department level a student may request a hearing before the Academic Arbitration Board of the College of Arts and Sciences. However, it must be remembered, grade and absence grievances may not be appealed beyond the College.

Academic Arbitration Board of the College of Arts and Sciences consists of:
• At least two faculty members
• At least two students

Again, the sole responsibility and authority for determining the grade rests with the faculty member who assigned the grade.