



School of Social Work

Request for Grade Appeal Instructions and Form

Grade Review Policy: It is the instructor's prerogative to evaluate student work and assign grades in accordance with his/her academic and professional judgment based on the grading procedures published in the course syllabus found in the section for **Grading and Assignments**. *Grounds for appeal of grades are: (1) the application of non-academic criteria in the grading process; (2) sexual harassment; or (3) evaluation of student work by criteria not directly reflective of performance related to course requirement.

Grade Appeal Request Procedures

I. Informal Review:

The student shall discuss the disputed final course grade with the instructor of the course. If there is no informal resolution, the student may initiate a formal grade appeal and contact their assigned academic advisor for guidance.

II. Formal Appeal Procedures:

- 1 Within thirty (30) days following official notification of grades through the university Pipeline system for the term in which the disputed grade was awarded, and when the informal review fails to resolve the dispute, the student is to complete, sign, date and submit the attached **Request for Grade Appeal Form** to the Dean, in c/o Marilyn Knall, Associate Director/Academic Support at ac0435@wayne.edu
- 2 Submission of this form serves as the official request to the WSU School of Social Work for the appeal of a course grade.
- 3 The student is to next submit a letter petitioning the instructor for reconsideration of a change in grade, along with any documentation that supports the student's request. The letter to the instructor should include:
 - a. A statement identifying the grade the student believes he/she has earned in the course.
 - b. A precise statement of the details that constitute the objections to the course grade awarded, along with any supporting documentation for the appeal. *(The student's objections to the course grade must be consistent with the grounds for appeal of grades as outlined in the *Grade Review Policy).*
- 3 The course instructor shall provide a written and dated response to the student's petition for the grade change within 10 business days. The instructor's response to the student should address each of the student's objections to the course grade.
- 4 If the dispute remains unresolved, the student shall submit a letter of petition for a grade change to the Dean of the SSW within 10 business days of receiving the

instructor's response. The letter of petition should include the grade the student believes was earned in the course, the details of the student's objections to the grade awarded, along with supporting documentation which should include the letter from the course instructor denying reconsideration of the grade change.

- 5 The final decision for granting the appeal of the grade rests with the Dean of the SSW. When deemed appropriate, the Dean *may* refer the appeal to a Grade Appeals Committee for resolution. Students and the course instructor will be notified of the decision within 30 business days after the Dean receives the request. The Dean's decision shall be the final decision at the college level.

III. University Level Academic Appeals Procedure

When the appeal procedures within the School have been exhausted, the student may request the WSU Vice-President for Academic Affairs to review the decision of record. Procedures for requesting a review by the Vice President for Academic Affairs are published in the *University Bulletin*.

