



PETITION TO APPEAL A COURSE GRADE

Academic Affairs, Eckhart Hall 2nd Floor, 347 S. Gladstone Ave. Aurora, IL 60506
630-844-5119

A student has the right to appeal a course grade if they feel that the grade had been assigned capriciously. Capricious grading is the only rationale for a grade appeal. A student may not appeal a grade based on a disagreement about grading criteria or concerns about the judgment of the faculty member. Capricious grading, as that term is used herein, is limited to one or more of the following:

1. The assignment of a grade on some basis other than performance in the course
2. The assignment of a grade to a particular student by different standards than were applied to other students in that course
3. The assignment of a grade using standards other than those that the students had been led to reasonably expect would be used to judge their work

Please see the back of this form for full appeal procedures.

If you have consulted with the instructor and program chair, yet have not attained a resolution, please complete and submit this form to your Jurisdictional Dean.

I, _____, wish to appeal a grade.
(Student Name) (Student ID)

Course: _____ Term: _____

Grade Conferred: _____ Grade Anticipated: _____

Please state which of the three rationale criteria above defines the basis for the appeal. Then provide evidence of the capricious nature of the grading. You must attach this written statement to this form and submit to The Office of Academic Affairs.

Student Signature: _____ Date: _____

- FOR OFFICE USE -

Jurisdictional Dean –

Approve Disapprove Signature: _____ Date: _____

Registrar’s Office –

Approve Disapprove Signature: _____ Date: _____

Processed Student Notified

Procedures for Use in the Student Initiated Appeal of a Course Grade 2019-2020 Aurora University Academic Regulations and Policies

A student has the right to appeal a course grade if she or he feels that the grade was assigned capriciously. Capricious grading is the only rationale for a grade appeal. A student may not appeal a grade based on a disagreement about grading criteria or concerns about the judgment of the faculty member.

Capricious grading, as that term is used herein, is limited to one or more of the following:

1. The assignment of a grade on some basis other than performance in the course;
2. The assignment of a grade to a particular student by different standards than were applied to other students in that course;
3. The assignment of a grade using standards other than those that the students had been led to reasonably expect would be used to judge their work.

The evaluation of the quality of a student's academic performance in participation in class and on assignments that the student turns in is one of the primary professional responsibilities of university faculty members; it is solely and properly their responsibility. It is essential for the standards of the academic programs at Aurora University and the integrity of the degrees conferred by this university that the professional judgments of faculty members not be subject to inappropriate pressures or other interference.

It is necessary, however, that any course grade be based on evidence of the student's performance in that course, that the student have access to the evidence, that the instructor be willing to explain and interpret the evidence to the student, and that a grade be determined in accordance with announced standards. These standards must be announced and put in writing for each class at the beginning of each term. While the standards for evaluation used in a course may change during a course as the faculty member judges to be appropriate based on the performance of the students, changes to guidelines for evaluation during a course should be as minimal as is possible and must be announced to the students in advance of the application of the new standards. It is never appropriate for a faculty member to retroactively alter the standards that have been applied to work that has already been turned in.

Appeal Procedures:

A student who believes his/her term grade is capricious may seek clarification and, where appropriate, redress, as follows:

1. The student shall confer with the instructor, informing the instructor of questions concerning the grade, and seeking to understand fully the grounds and procedures the instructor has used in determining the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade. The student should do this within two weeks of receiving his/her final grade.
2. If after consultation with the instructor, the student believes that a grade was assigned capriciously, the student shall confer with the jurisdictional chair, who shall consult and advise with both the instructor and student separately or together, in an effort to reach an understanding and resolution of the matter.
3. If Steps 1. or 2. do not resolve the problem, the student may submit a petition in writing to the jurisdictional dean. This petition must be submitted to the dean not later than the end of the fourth week of the term following that for which the grade is being appealed, excluding the summer term.

The petition shall request a meeting with the dean and shall present evidence that the grade is capricious as defined above, and shall present the student's arguments that substantiate his/her conclusions. The dean shall refer the petition to the instructor and secure from the instructor a response in writing, setting forth the instructor's position on the matter.

On the basis of a consideration of the student's petition and the instructor's response, the dean shall conduct an inquiry, which shall include a meeting with the student and the instructor separately or together and ascertain and consider relevant facts.

Decision:

The dean shall make one of these decisions:

- 3.a. That the grade was not assigned capriciously and shall stand as assigned.
- 3.b. That the grade was assigned capriciously and should be changed. The dean shall then assign a new grade. The dean may involve another faculty member with appropriate professional qualifications to review the work of the student and recommend a new grade. The dean shall authorize the registrar to make the grade change.

The result of 3.a. or 3.b. shall be final.