DEPARTMENT OF ECONOMICS
INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE
GRADE APPEAL PROCEDURE

The following grade appeal procedure applies to all grades assigned by faculty from the Department of Economics and will be utilized by a student who believes evidence exists that inappropriate course grade has been assigned. In addition, a student may use this procedure to challenge the reduction of a grade for alleged scholastic dishonesty.

The grade appeal procedures applies to all students enrolled at IPFW. It can be used by any student who believes that evidence exists to show that an improper course grade was assigned or a similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error.

In appealing, the student must support in writing the allegation that an improper decision has been made and must specify the remedy sought. (The form for this purpose is attached) The written allegation must be completed prior to initiating Step 2 below. (The student should seek the assistance of the Dean of Students in pursuing the appeal.) During an appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the burden of proof is on the faculty member. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees; he or she may advise the student but may not speak for the student during the meetings.

The grade may be changed by the instructor any time prior to the decision of the Academic Appeals Committee.

Timing of Appeals

An appeal must be initiated no later than the fourth week of the fall or spring semester immediately following the session in which the grade was assigned. A final decision at each step must be reported within thirty calendar days of the filing of an appeal at that step, provided that this deadline falls, within the regular academic year (fall or spring semester). If the deadline falls during the summer, the decision must be reported within thirty calendar days of the start of the fall semester. Each successive step in the appeals procedure must be initiated within three calendar weeks of completion of the prior step.

Steps in the process of an Appeal

1. Course instructor: The student makes an appointment with the instructor to present the allegation. If the instructor is unavailable, the student should notify the Department Chairperson. At that point, the Chairperson shall either authorize an extension of time or allow the student to proceed to Step 2. If the chair is unavailable, the dean of the school shall authorize the extension.
2. Department Chair: If the matter is not resolved at Step 1, the student makes an appointment with the Department Chairperson who may make an informal attempt to resolve the issue before it proceeds further. If no resolution is reached informally, the Chairperson will direct the student procedurally in making an appeal to the Department's Academic Appeals Committee. (The Academic Appeals Committee shall consist of all faculty members of the department excepting the Department Chair and the course instructor.) The student filing an appeal shall provide the opportunity to be heard in person by the committee.

3. Academic Appeals Committee: The committee will elect a chairperson and establish specific procedures to operationalize the appeals process. During the process, the committee may request whatever information it desires to aid it in reaching a decision. The decision of the Academic Appeals Committee will be communicated in writing to the student and instructor and to the Department Chairperson.

If the decision of the Committee is for the instructor to make change requested by the student, the Chairperson will communicate this to the instructor and will ascertain his/her acceptance/rejection of the decision. If the decision is rejected, the student will be notified by the Chairperson to seek counsel from the Dean of Students who will direct the student procedurally in submitting the case to the Grade Appeal Subcommittee.

If the decision of the Committee is to reject the change requested by the student, the student will be advised of the decision and be asked to indicate in writing on the Appeal Form his/her acceptance/rejection of the decision. If the decision is rejected, the student will be advised by the Chairperson to seek counsel from the Dean of Students and from the Vice Chancellor for Academic Affairs.
GRADE APPEAL FORM

Student: ___________________
Instructor: _________________
Course: ___________________
Specific Remedy Requested: ____________________________________________
______________________________________________________________________
Briefly describe the situation in the space below.

__________________________
Student’s Signature   Date

Academic Appeals Committee Decision:

__________________________
Committee Chair’s Signature   Date

Decision (rejected, accepted) ____________________________________________
______________________________________________________________________
Student Signature   Date