



**Final Course Grade Appeal Procedure**

That a student is not happy with or disagrees with a final course grade or evaluation does not constitute adequate grounds for making a formal appeal of the grade or evaluation. However, if a student believes that the grade or other evaluation was made on grounds that reflected a violation of stated grading or evaluation procedures, unfairness, inaccuracy in grading or evaluation, some form of bias or discrimination, or another violation of students' rights, the Department of Population and Public Health Sciences (DPPHS) has a formal process of appeal.

Any student appealing final grades made by faculty members is required to be very clear and explicit about the alleged grading violation and how this placed them at an unfair disadvantage relative to other students so graded or evaluated. The process and procedures for these appeals are as follows:

1. Within 14 calendar days of the posting of the final grade, the student will meet with or email the course director to discuss their concern. Concerns will not be considered if raised more than 14 calendar days after the final grade is posted.
2. If the concern is unresolved after the student meets with the faculty member, within seven (7) calendar days after the consultation with the course director the student may submit a written appeal by completing the **Final Course Grade Appeal Form** (see attached) and forwarding it to the director of the DPPHS degree program or certificate program in which the student is enrolled.

If the student is not formally enrolled in a DPPHS degree or certificate program, the completed **Final Course Grade Appeal Form** will be forwarded to the Chair, DPPHS who will appoint an appropriate DPPHS faculty member to review the appeal.

3. Within 14 calendar days of receiving the written appeal the program director, certificate director, or faculty member appointed for the review if a student is not enrolled in a DPPHS program of study, will email the decision to the student with a request that the student respond within seven (7) calendar days.
4. If the student fails to respond, or responds that they accept the decision, the program director, certificate director, or appointed faculty member will email the student and the course director to document the concern submission, review, and final outcome. A copy of the email is retained in the student's file.
5. If the student responds that they do not accept the decision of the reviewing program director, certificate director, or appointed faculty member and wishes to appeal further, the program director, certificate director, or appointed faculty member will convene a Mediation Committee. This committee will consist of the program director, certificate director, or appointed faculty member, the DPPHS Chair (or designee) and a student representative. The Mediation Committee will review the issue and render a decision within 21 calendar days of the student's response (see #3). The Mediation Committee will communicate its decision in writing to the student and the involved faculty member. This communication is retained in the student's file.
6. The decision of the Mediation Committee is final.

**FINAL GRADE APPEAL FORM**

Name:		WSU UID:
Email:		
Course Number:	Instructor:	
Course Name:		
Semester & Year Taken:	Grade Received:	Grade Requested:

Instructors have the right to judge the quality of academic work for their courses as they see fit. Consequently, the Department of Population and Public Health Sciences will not consider any appeal that is made on the basis of a disagreement with an instructor over the content of an exam answer, paper, or other assignment.

Appeals are only considered by the Department of Population and Public Health Sciences when they meet one or more of the following criteria. Please indicate which of the following criteria are being used as the basis of the appeal. (check all that apply)

- Instructor violated the terms of the syllabus.
- Instructor made an error in calculating or recording a grade.
- Instructor violated a university policy when he/she gave assignments, administered exams, or assigned grades.
- Instructor applied an inconsistent grading standard across students.
- Instructor did not allow the student to complete assignments or exams missed before the student added the course.
- Instructor violated a written agreement with the student.

The following supporting documentation is required (unless otherwise noted):

- Explanation of what occurred and how the criteria checked above applies to the situation
- Course syllabus
- Timeline of events relevant to the appeal
- Assignment or exam in question (if applicable)
- Copy of university regulation (if applicable)
- Correspondence with instructor (if applicable)
- Any other documentation supporting the appeal

I declare that the information on this form and all supporting documentation is true, correct, and complete to the best of my knowledge and belief. I also understand that purposeful misrepresentation of my situation constitutes scholastic dishonesty and may make me subject to disciplinary action through Wright State University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date