

SA+P Policy on Grade Dispute:effective August 26, 2013

Morgan State University Grade Change Policy:

It is University policy that once a grade is recorded, no changes are allowed. The only exceptions to this policy are as follows:

(1) Incompletes - All incompletes must be removed by the end of the next semester of enrollment following the granting of an incomplete ("I") grade.

(2) Recording error(s) and/or miscalculations of a grade must be changed no later than the end of the semester following the recording error or miscalculation. Grade changes must be approved by the area Chairperson and Dean.

NOTE:All changes under part (2) of this policy must be supported by documentation; i.e., grade books, papers and examinations and calculation records.

SA+P Policy: (Note: This policy applies only to final course grades. Grade disputes during the semester have to be resolved between the student and instructor.)

The awarding of grades is the sole responsibility of the faculty member for the course and a change of grade can only be initiated by that faculty member.

In the instance of a grade dispute, the SA+P review process has two goals:

1. Ensure that the student has been credited for the work they have performed and that the grade they received was accurately calculated; and
2. Ensure that the student was graded fairly according to the syllabus and in relation to other students in the course.

Although a student may allege failure of the faculty member to apply considered academic judgment in grading his/her work, such charges are handled with utmost caution, because **a student, alone, does not have the credentials or expertise to render such judgments and because the merits of the case cannot be decided solely on the student's assessment. Disagreement or dissatisfaction with a faculty member's professional evaluation of coursework is not the basis for a grade dispute.**

Procedure:

A student who decides to dispute a course grade shall pursue the following steps, in sequence:

1. The student must discuss the contested grade fully with the instructor within 15 working days from the date the final course grade was posted online. The student should prepare an electronic portfolio of all relevant course-related work prior to meeting with the instructor. The student should also complete a Grade Dispute form and submit it to the department chairperson/program director for filing before meeting with the instructor.

2. If resolution is not reached between the student and the instructor, the student may take the dispute of the grade to the departmental Chairperson within ten (10) working days from the date the meeting was held between student and instructor. The student should present the case fully and submit the electronic course portfolio and a written appeal that includes the following:

(a) A clear concise statement which includes the name of the instructor, the course name and number, semester taken, and a statement describing the specific supporting evidence of capricious grading;

(b) A brief summary of the discussion between the student and instructor to attempt to resolve the matter;

(c) A specific statement of the action or relief sought.

3. The departmental chairperson will confer with the faculty member to seek resolution of the dispute. If the matter is not resolved, the Chairperson may convene a Grade Dispute Committee for additional review, investigation, and recommendations. The committee will consist of full-time departmental or SA+P faculty and will meet no later than one week prior to the first day of classes for the next semester. The committee will submit directly to the chairperson/program director its findings in writing with its recommendations and reasons for those recommendations within three (3) working days from the meeting date.

4. The chairperson/program director will review the committee recommendations and make a decision whether the student's dispute is warranted. He/she will inform the student of the decision before the first day of classes for the next semester.

5. The student may appeal the matter to the Dean within five (5) working days of the departmental decision. The Dean will review the case for procedural matters only, and will render the decision of the School.