

**STUDENT ACADEMIC GRADE GRIEVANCE
PROCEDURES**
for the College of Health and Human Sciences Southern
Illinois University Carbondale

GRADES GIVEN AT THE END OF A COURSE ARE FINAL AND MAY NOT BE CHANGED BY ADDITIONAL WORK OR BY SUBMITTING ADDITIONAL MATERIALS.

EXTENUATING CIRCUMSTANCES WHICH TRANSCEND PROFESSIONAL JUDGEMENT OF THE INSTRUCTOR MAY BE APPEALED THROUGH PROCEDURES ESTABLISHED BY THE COLLEGE OF HEALTH AND HUMAN SCIENCES. MATTERS RELATED TO FACULTY JUDGMENT IN GRADING MAY NOT BE APPEALED.

A matter related to academic evaluation is the responsibility of the School that houses the program in which the issue occurs and the office of the Dean of the College of Health and Human Sciences. Every effort should be made to resolve such academic evaluation problems quickly at the program level. In the cases in which the problems are not resolved at the program level, the student has the option to file a formal grievance. It is the instructor's prerogative to assign grades in accordance with his/her academic/professional judgment, and the student assumes the burden of proof in the appeal process. The following process is in alignment with the guidelines set by the University and designed to guide students through the appeal process.

Grades may be appealed **only** on procedural grounds and not on substantive grounds. Grades may **not** be appealed beyond the level of the Dean.

Academic evaluation within a course in which the student is or has been registered that are not resolved between the student and faculty member will be adjudicated in the following manner:

1. A student who has reason to be aggrieved will file a complaint in writing with the School Director responsible for the program in which the incident occurs.
 - a. The complaint must be presented in sufficient detail that a proper response may be made.
 - b. The complaint must be received by the School Director within 30 working days of the occurrence of the incident.
2. The School Director will submit a copy of the complaint to the named parties in the complaint within three (3) working days.
3. The named parties will respond in writing to the complaint and provide their response to the School Director within fifteen (15) working days of receipt of the copy of the complaint.
4. The School Director will, within ten (10) working days of receipt of the response to the complaint, transmit a written decision in the matter to both parties along with notification of appellate procedures. A copy of the response to the complaint will also be sent to the Dean of the College of Health and Human Sciences. Failure of either party to respond through the appropriate appellate channels within fifteen (15) working days will be interpreted as acceptance of the decision and its implementation by the appropriate office.
5. Should either party be unwilling to accept the decision of the School Director, an appeal may be made to the Dean of the College of Health and Human Sciences. Such appeal must be submitted in writing within fifteen (15) working days of the receipt of the decision by the School Director. The appeal must specify:

- a. The original complaint;
 - b. The grounds for the appeal; and
 - c. Recommendation(s) for resolution of the complaint.
6. The appellant will select one of the following procedures for adjudication. The appellant may request consultation with the Dean of the College of Health and Human Sciences or their designee prior to this selection.
- a. **Administrative:** The Dean of the College of Health and Human Sciences, or their designee, will review the matter with each of the parties involved and render a decision in writing within thirty (30) working days.
 - b. **Panel:** The Dean of the College of Health and Human Sciences or designee will inform the CHHS Student Academic Grievance and Dishonesty Committee of the grievance and provide the committee materials submitted by the student and others generated during the school-level review process. The committee will review the matter and render a decision within thirty (30) working days of the review. The committee may meet with either party during the appeal process to collect more information or clarify existing information in the written documentation. Such meetings are at the discretion of the committee and cannot be requested by the parties involved in the grievance.
- The committee is to focus their attention on the decision process of the School Director, as this is the decision being appealed and reviewed by the committee. However, when deemed necessary, the committee can extend their inquiry beyond the Director's behavior. Written records of the review proceedings will be placed in the Dean's office in the College of Health and Human Sciences.
7. When a decision is reached by one of the above methods, the Dean of the College of Health and Human Sciences, or their designee will notify each of the parties of the decision in writing. A copy of the decision will be filed with the Dean's office in the College of Health and Human Sciences. An information copy will also be sent to the Dean of the Graduate School if the matter involves a graduate student. There is no appeal for grades above the level of the College Dean.