

SAHP Student Grade Appeal Process

Appeals of final grades must be initiated by the student within ten working days of the end of the semester in which the grade was given. The following procedure is to be followed.

The student should initially submit a detailed written description of the disputed grade(s) to the course director, describing the rationale for a potential change of grade(s). The student should then meet with the course director to discuss the disputed grade(s) and attempt to arrive at a solution. Although both parties may have an advisor present, under most circumstances the meeting will be more productive if only the student and the faculty member are present. If an administrative officer (department head or dean) is the faculty member who assigned the grade that is appealed, that person should be excused from the appellate process; if applicable the administrative officer will be replaced in the procedure by a faculty member appointed ad hoc by the associate dean of academic affairs (ADAA). If the decision reached requires a change in an official LSU System record, the faculty member must comply with all University System regulations and procedures necessary to accomplish the change.

If the matter is not resolved between the student and the faculty member, and the student wishes to pursue the appeal, the student shall make a written request to the head of the department in which the course was taught asking for a meeting with the department head and faculty member. The written request should clearly state the purpose of the meeting and should indicate the faculty member's name. The department head shall arrange a meeting within two weeks from the date of receipt of the request. At this meeting, both the student and the faculty member may be accompanied by an advisor. At the close of the meeting, or within 5 working days thereafter, the department head shall make a decision. If a decision is made at the close of the meeting, it is to be given verbally, and subsequently in writing, to all present. If the matter is taken under advisement, the department head shall inform all parties of the decision in writing. If the decision reached requires a change in an official record, the faculty member must comply with all regulations and procedures necessary to accomplish the change. If the person who assigned the appealed grade is the department head, then this step in the appeal process is bypassed and the student may appeal directly to the ADAA of the School (see below).

If the student is not satisfied with the decision reached, the student may appeal to the ADAA of the School. The student's appeal must be in writing and must contain the following information: 1) An explanation of the complaint; 2) the resolution requested; 3) and a specific statement of the reasons supporting the resolution sought. Upon receipt of the request, the ADAA will forward copies to the department head and faculty member concerned, who must reply within 5 working days with an individual written statement supporting their previous actions. When the department head's and faculty member's replies have been received, the ADAA may take one of the following actions.

1. Decide the question based on the written appeal and the faculty member's and department head's written replies;
2. Meet with all parties concerned, who may be accompanied by advisors if desired, and, after discussion, reach a decision; or
3. Refer the appeal to a hearing panel for its recommendation.

The following procedure will be followed if the ADAA refers the matter to a hearing panel. Hearing panels to consider grade appeals shall comprise 5 individuals: Three faculty members appointed by the ADAA (including the chair), with at least one faculty member being from a department other than the one in which the appeal has been initiated, and two students appointed by the student government association president of the School. The panel will conduct a hearing to elicit facts from the concerned

parties. After deliberation, the panel will make its recommendation in writing to the ADAA. Copies of the recommendation and the ADAA's final decision must be given to all parties. Regardless of the method used, the ADAA must make a decision within thirty calendar days from the date of receipt of the student's appeal. The decision must be written, listing the reasons supporting the decision; copies must be given to all parties. If the decision requires a change in an official record, the faculty member must comply with all regulations and procedures necessary to accomplish the change.