

Policy Number/Title: 2.3.1.01 Final Course Grade Appeals
Effective Since: 04/19/2021
Last Revision Approved: 04/19/2021
Responsible Office: Academic Affairs

1. Scope:

All Students

2. Definitions:

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3. Policy:

Winthrop University allows students to appeal final course grades if they believe the grade was miscalculated, submitted incorrectly, or the faculty member did not follow his/her stated course grading policy.

4. Procedures:

Grade Appeal Procedures for Graduate and Undergraduate Students

Students and faculty members should try to resolve grade problems informally. If no satisfactory solution is reached, the student has 30 Winthrop University business days from the issuance of a grade report in which to initiate a formal written grade appeal to the appropriate department chair. After that time, it is assumed the grade report is correct; and it becomes a part of the student's permanent record. The department chair will address the case in writing. The student may appeal the chair's decision to the college dean in writing. The dean will provide a decision in writing to the student within 10 Winthrop University business days of receiving the appeal.

University-Level/ Academic Conduct Committee

If the student feels that resolution of the appeal was not successful, the dean will then refer the case to the Academic Conduct Committee for a hearing within 10 Winthrop



University business days. The Academic Conduct Committee has jurisdiction over two types of cases:

- (1) a student has accused a faculty member of violating stated course grading policies.
- (2) a student has reason to believe that an error has been made in computing or recording his/her grade for a particular assignment or for the course.

The committee will not hear cases in which a student simply feels that he or she has received unfair treatment.

The powers of the Academic Conduct Committee are limited to recommending that a given grade remain unchanged, be changed to a different grade, or be changed to a zero (for a particular assignment). The recommendation will be based on a majority decision of the five voting members. Copies of the recommendation will be forwarded to the student(s), department chair, and college dean. Protecting the anonymity of the parties involved, the committee will submit reports to Academic Council or to the Graduate Council; these reports will be forwarded upon request to Faculty Conference and to the Council of Student Leaders. Records of all committee hearings and actions will be kept for no more than one year.

5. Resources:

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6. History of Revisions:

04/19/2021	Minor Revisions
03/16/2020	Minor Revisions
01/01/2020	Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: