

TO: The Student Appealing a Course Grade AND Who Is Taking ALL of their Lamar University Classes Online.

FROM: The Office of the Associate Provost for Academic Affairs

NOTE: PRIOR TO BEGINNING THIS PROCESS, the student should talk with the instructor who awarded the grade to discuss the situation and to attempt to resolve the problem. If possible, it is best to meet face-to-face, however, discussion via telephone, e

made available to all students within the first two weeks of each semester, and grades should not be determined in an arbitrary or capricious manner. When a student disagrees with the final grade given by an instructor, fair play requires the opportunity for an

Procedure Checklist

- [] 1. You should have obtained an electronic version of these documents from the Academic Affairs website or a paper copy from a chair in a department office, from a dean in a college office, or from a representative of the Office of the Associate Provost (310 Wayne A. Reaud Building). If you have any questions, your department chair, your dean, or the Associate Provost (409-880-8400) will be happy to explain the entire process, in addition to your rights and obligations.

- [] 2. The first step in the grade review process is a discussion via one of the modes of communication described in the “NOTE” at the beginning of this document between the student and the instructor who awarded the grade. If you have not already had such interaction, you must do so immediately.

- [] 3.

APPEAL FORM FOR GRADE REVIEW ~~±~~ONLINE STUDENTS

NAME:

finds in favor of the student, you have the same right of appeal to the next higher authority as the student.

Signature of the Instructor

Date

To the Department Chair: You should schedule a meeting with the student and the instructor, either separately or together, and attempt to resolve the grade dispute. The modes of communication that may be used for this purpose are included in the “NOTE” at the beginning of the Grade Appeal Checklist. In the event you are unable to do so, you must:

- (1) inform the student, in writing (using Microsoft Word) of your decision to deny the appeal and the rationale for it, via e-mail; and
- (2) furnish copies of all materials relevant to the calculation of the student's grade to the student as well as the dean of your college, making certain to preserve the anonymity of the other students in the class:
 - a. a copy of page(s) from the course grade book with names (but not the grades) of other students in the class expunged;
 - b. all tests, quizzes, reports, exams, or other materials which were used in determining the grade (student should supply copies of those which were returned); and
 - c. a description of the procedure utilized to calculate the course grade, as well as the grading criteria actually given to the students (either orally or in writing) at the beginning of the course.
- (3) In addition, you should obtain and forward to your dean all materials given to you by the student and the instructor, whatever else either party deems pertinent to the appeal process (e.((1))] 3tm8gGTBT5g] TJE4nCt(t:)]GTBT5glass

To the Dean: You should convene the college's Student-Faculty Relations Committee and/or attempt to reconcile the problem. (Note: If you refer the appeal to the Committee, that body must meet at least with the appellant and the instructor either together or separately, to hear their perceptions of the dispute and related issues, using one of the modes of communication included in the "NOTE" at the beginning of the Grade Appeal Checklist.) If this proves impossible (i.e., you decide to deny the appeal based upon the Committee's recommendation and/or as a result of your own actions/analysis), within three weeks following your original receipt of the appeal from the student, you must schedule a meeting with the student using one of the modes of communication described in the "NOTE" at the beginning of the Grade Appeal Checklist, and inform him/her in writing (using Microsoft Word) of your decision and the rationale for it. Also, ask if the student wishes to continue the appeal. If not, the process has been concluded, and you should retain all the materials relevant to the appeal in your files for at least five years. If so (or if the student is unsure),

- (1) provide the student the Appeal Form for Grade Review for Online Students with appropriate annotations in each section (i.e., Instructor[() Aa8T1 0 64 579.58 () -79 fore(fo)-6e th

