

## **STUDENT PROCEDURES FOR CONTESTING PHILOSOPHY GRADES CONSIDERED UNJUST**

1. Any student may at any time consult the teacher about the grades received for work done. The exercise of this right neither requires a fixed procedure nor is it subject to procedural conditions.
2. Grades that may be contested under these procedures are any final grade in a course, provided this action be initiated before the calendar date fixed for the removal of the X and I grades.
3. The student must first consult the teacher to find out the teacher's reasons for the grade. When there are special circumstances that make this first step inadvisable, the chair of the department (or the chair's delegate) shall be judge of the inadvisability of making this first step.
4. Where the student is not satisfied with the reasons given by the teacher or where the student has acceptable reasons for not seeing the teacher first, the student will present his case in writing to the chair of the department (or delegate). The student should present what graded work he/she has and may request that the final exam be supplied by the teacher.
5. Where the chair (or delegate) and one other faculty member, after consulting with the teacher about the disputed grade, find no ground for the charge of injustice, the chair (or delegate) must inform the student that no further departmental action is possible.
6. Where there is some color of injustice, the chair (or delegate) shall appoint a committee of three regular members of the department not including the teacher who assigned the contested grade. The chair (or delegate) may appoint himself to such a committee, whose membership is privileged information.
7. The committee may proceed from written evidence or may consult the teacher and/or the student according to its judgment of what is necessary in a given case.
8. The committee (through the chair) shall give one of three decisions:
  - a.) that the grade given was just and that the grade will stand;
  - b.) that the teacher reconsider the grade in the light of what the committee has discovered and that the teacher's reconsidered grade will stand;
  - c.) that the committee give a departmental grade that it considers just and that this be indicated on the official record of the student as a departmental grade.
9. The review and determination of the appeal shall be completed within 3 weeks of the initiation of the appeal.
10. The decision of the committee shall be the final action inside the department and any appeal beyond the department is made to the Dean of the student's college.

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