

## Logan University

### GRADE APPEAL FOR FAILING OR UNSATISFACTORY FINAL GRADES POLICY Policy AA. 002

---

**Policy Number:** AA.002

**Effective Date:** 9/1/2026

**Approval Date:** 2/23/2026

**Revised Date:** N/A

**Purpose:** To provide students a clear and fair process for resolution of course grade dispute.

**Additional Authority:** N/A

**Scope:** All Logan University Students

**Responsible Executive:** Provost/CAO

**Offices Responsible for Reviewing this Policy:** Provost/CAO

**Recipients:** Students, Faculty, Registrar, Student Affairs, Academic Success Coaches

**Publications:** Student Handbook, University Catalog, Website

**Definitions:**

N/A

### Policy Title

---

**Grade Appeal For Failing or Unsatisfactory Final Grade Policy**

### Policy Statement

---

Students are responsible for fulfilling the academic requirements for a course, as established by the instructor in the course syllabus. The instructor is responsible for evaluation of student performance and determining a student's course grade. It is considered the instructor's direct and personal responsibility to ensure that grades are fair and reported correctly.

All course grades except "I" grades are intended to be final and permanent. It is expected that the instructor will arrive at and report final grades accurately and precisely as the

nature of the evaluation of student achievement and the grading system will permit. Final grades cannot be improved by “make-up” work, after the end of the term, and may not involve a challenge of an instructor’s grading standard.

### **Criteria for Appealing a Final Grade**

To appeal a final grade, a student must show an administrative error in the calculation and/or assignment of a final grade includes:

- The grading decision was determined on a basis other than academic performance and other than as a penalty for academic misconduct.
- The grading decision was based on standards different from those established in written department/division, college, or university policies (if such policies exist).
- The instructor of record departed substantially from his/her previously articulated, written standards without notifying students, in determining the grade.
- The grade assignment was due to the student being held to more demanding standards than other students in the same course.

Only the final course grade may be appealed.

The student will be required to discuss their grade concern with the instructor of record. If the instructor of record and the student cannot resolve the grade concern, the student may initiate the grade appeal process.

#### *Exceptions:*

The Grade Appeal For Failing or Unsatisfactory Final Grade Policy shall constitute the sole internal administrative remedy for a change in grade, except when the grade being disputed resulted from an alleged academic integrity violation. If a grade dispute arises from an issue that is covered under the university’s Academic Integrity Policy, the process for resolution that has been established for appealing academic integrity violations must be followed. The process for resolution that the Office of Student Conduct has established must be completed prior to the use of the University’s grade appeal process.

### **Procedures**

---

The following procedures are designed to provide a means for students to seek review of final course grades alleged to be arbitrary and capricious, or based on clerical error. The burden of proof in challenging a grade rests on the student.

The initial step of the student grade appeal procedure is for the student to seek resolution or redress through discussions with the instructor of record within one week after grades are posted by the Registrar’s office. If the instructor of record is not available within a reasonable time frame (e.g., posting of grades to permit student’s registration in subsequent courses), the Division Chair/Program Director or their designee may act on behalf of the instructor of record. If the faculty member determines that the grade was

based on clerical error, a grade change form will be issued by the instructor to the Registrar's office.

If the student feels that a satisfactory solution or relief has not been obtained the student will be required to present to the Division Chair or Program Director or designee in which the course is offered, a written appeal that includes the following:

- A statement addressing how the appeal meets one or more of the grade appeal policy criteria necessary for a formal appeal.
- A description of the outcome of the informal discussion process.
- Any relevant documents the student would like to be reviewed as part of the grade appeal process.
- A copy of the course syllabus and assignment descriptions.

The Division Chair or Program Director, or their designee, may request additional materials from the student. After receiving a copy of the grade appeal materials, the Division Chair or Program Director, or their designee, will review the grade appeal and discuss the appeal with both the instructor of record and the student and render a resolution. If the informal resolution rendered is not mutually agreeable between the student and the instructor of record and the student wishes to pursue the matter further, the student can file a formal grade appeal to the Dean of the College, for the final course grade no later than 10 calendar days from the date that the Registrar posts the final grades. Once the student provides the formal grade appeal to the college dean, then a Grade Appeal Review Committee shall be formed by the College Dean within 5 calendar days.

The function of the Grade Appeal Review Committee shall be to evaluate the appeal in terms of the stated ground for appeal and make a recommendation to the College Dean.

The Grade Appeal Review Committee shall include five members (4 faculty members and 1 student):

- One selected by the College Dean to serve as the chair.
- One selected by the student (if the student forfeits their selection ability, then a faculty member will be appointed for them by the College Dean).
- One selected by the instructor of record.
- One selected by the Division Chair/Program Director.
- President of Student Government or his/her designee.

\*Of the 4 faculty members, one must be outside of the college.

A majority vote shall prevail in the committee. The Committee's recommendation may be to keep the assigned grade or to change the assigned grade. The committee shall provide their recommendation and a written justification to the College Dean no later than 10 calendar days after the Committee's formation.

The College Dean shall render a decision within 5 calendar days and inform the student, the instructor of record, and the Registrar of the decision.

If the results of the case warrant a grade change and the instructor of record does not implement the required change of grade within 5 calendar days after learning of the College Dean's decision, the College Dean shall implement the change of grade on the students' official transcript through the grade change process. This will be the last step of the formal grade appeal. The decision of the College Dean is final.

The College Dean shall forward a written record of the results of all grade appeals to the CAO within 30 days of the student's formal grade appeal.

### **Other Notes**

---