

**SAINT LOUIS UNIVERSITY
SCHOOL OF SCIENCE AND ENGINEERING**

Approved by SSE Curriculum Committee: November 15, 2022

II. Statute of Limitations

All appeals must be initiated by the student within 90 days of the date the grade was posted. Appeals will be automatically rejected after the 90 day deadline. Exception: Graduating students must initiate a grade appeal within 30 days of the date that the course grade was posted. The entire appeals process must be completed within one calendar year of the initiation of the appeal (per SLU policy).

Final grade appeals follow the procedures of the college/school of the course. In cases of cross-listed courses, the procedures of the college/school of the primary department of the course are followed.

III. Applicability

The following procedures are available only for review of alleged capricious grading and not for review of the judgment of an instructor in assessing the quality of a student's work. Students may appeal a grade only for one or more of the following reasons:

- A. Miscalculation of grade.
- B. The assignment of a grade to a particular student on some basis other than performance in the course.
- C. The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other equivalent students in that section.
- D. The grade assigned results from different standards than the criteria for performance and evaluation outlined in the course syllabus.

IV. Student's Right of Fair and Equal Evaluation

The assessment of the quality of a student's academic performance is one of the major professional responsibilities of university faculty members and is solely and properly their responsibility. It is essential for the standards of the academic program at Saint Louis University and the integrity of the degrees 0 g0 1 133mn.t,f912 0 612 792 reWBTF1 12 Tf1 0 0 1 109.7 432t

- A. The student shall confer with the instructor (in person or in writing), informing the instructor of questions concerning the grade and seeking to understand fully the grounds and procedures the instructor has used in determining the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade.
- B. If, after consultation with the instructor, the student believes that a grade is capricious, as noted in Section III. above, the student, with supporting documents, will confer with the Chair of the department in which the course was offered. The Chair will consult with the instructor and the student separately or together in an attempt to reach a resolution of the matter. The appeal process terminates here if a resolution is reached. If the instructor is the Chair of the department, the matter should be referred to the Dean through the

3. The Dean shall then render a decision and notify all parties of his or her action. The decision of the Dean is final and neither the student nor the faculty member may request further appeals.
 4. A written record should be kept at all stages of the appeals process. This step typically should take five weeks.
- E. For any appeal case involving an intra-departmental grade appeal committee and/or the Faculty Grade Appeal Committee.

VI. Protection of the Instructor's Rights

The decision of a grade appeal subcommittee will neither be used as a cause for any disciplinary action nor dismissal of a tenured faculty member or a non-tenured faculty member before the expiration of a contract period. Nor shall a decision, by itself, be a basis for any other

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