

Educational institutions are responsible for evaluating students by a grading system that is publicized to instructors and students. While each student is responsible for demonstrating his/her learning that resulted in his/her final grade, the course instructor is responsible for issuing each student's final course grade. A student who feels that the final grade he/she received in the course is unfair is entitled to appeal his/her final grade. Students are responsible for acting within the procedural time line. Any student pursuing a grade appeal must follow the procedure outlined below. Grade appeals not following this procedure will not be eligible for review.

Student Responsibility: The student must complete the "Final Grade Appeal Form" with a statement explaining the exact nature of the appeal within two weeks (10 business days) of the end of the semester. See the Academic Calendar located at <https://sussex.edu/academics/> to see Calendar. The student must submit all supporting materials to the instructor electronically, which includes a copy of the course syllabus and any documents needed to support the appeal. Additional documents can be requested anytime during this process.

Grade Appeal Quick Chart: Designed as a quick reference and **NOT** to take the place of the detailed information below. Please read everything carefully.

	<u>Grade Appeal Steps for a Course Taught by an Adjunct Professor</u>	<u>Grade Appeal Steps for a Course Taught by a Full-Time Professor</u>
Appeal Step One Complete Instructions Below	The instructor of the course evaluates the request by the student. The instructor must respond within 5 working days. If the request is denied, student moves to Appeal Step Two	The instructor of the course evaluates the request by the student. The instructor must respond within 5 working days. If the request is denied, student moves to Appeal Step Two
Appeal Step Two Complete Instructions Below	The: Lead Faculty OR Program Coordinator OR Program Supervisor OR Department Chair Evaluates the request by the student. Only ONE of the above individuals reviews the appeal, as dictated by the course and the place in the Academic Affairs structure If the request is denied at this level, student moves to Appeal Step Three	The appropriate Division AVP or Dean evaluates the request by the student. If the request is denied at this level, the student moves to Appeal Step Three
Appeal Step Three Complete Instructions Below	The appeal is evaluated by the appropriate Division AVP or Dean, whose decision is final.	If the decision at Appeal Step Two was rendered by Division AVP or Dean was denied, the appeal moves to the Associate Vice President of Academic Affairs (AVPAA), whose decision is final. ** ** If the AVPAA, acting as Dean in Appeal Step Two, has already denied the appeal, the request moves instead directly to the Senior Vice President of Academic Affairs, whose decision is final.

Appeal Step One:

The student must submit this form and supporting documentation to the instructor. The instructor must read the appeal, review the appeal with the student and should respond electronically to the student within five business days of receipt as to whether the appeal has been granted or denied.

- If the appeal is granted, the instructor should send forward the Grade Change Form electronically to the appropriate dean for a signature.
- Whether the appeal is granted or denied, the instructor must fill out the appeal form and return it to the student. The course instructor must include on the appeal form, returned to the student, the name and email contact information of the next person in the appeal process and copy this identified person into the email with all support documents attached.
- The student will decide if they would like to pursue Appeal Step Two by emailing the appropriate person identified on the returned appeal form requesting a review.
- **Criteria below for Appeal Step Two adjunct instructor (a) or fulltime faculty (b).**
- Students, who are unsure if their faculty member is an adjunct or fulltime faculty member, please contact the Student Success Center at advising@sussex.edu.

I have read and understand the policy, and have submitted the completed appeal form and supporting materials to the faculty member, along with this form. All materials submitted are subject to review by all parties at each step.

Student's Signature: _____ **Date:** _____

Appeal Step Two (a): If the appeal is denied by an **adjunct instructor**, and the student decides to pursue the appeal beyond this level, the student must contact the full-time Department Chairperson, Program Supervisor, Program Coordinator or Lead Faculty, identified by the course instructor and named on the form, to hear the appeal and attempt to resolve the issue. If you are unsure if your faculty is an adjunct or fulltime faculty If the appeal is granted by the Department Chair, Program Supervisor, Program Coordinator or Lead Faculty then the Grade Change Form should be electronically sent to the appropriate Dean for a signature.

- If no solution is reached and the appeal is denied, the Department Chair, Program Supervisor, Program Coordinator or Lead Faculty should fill out the appeal form and include the name and contact information of the appropriate dean. Sent this to the student electronically and copy the appropriate dean with all support documents attached.
- If the student decides to pursue the appeal, he/she will send email notification to the Division AVP or Dean, identified on the returned appeal form, requesting a review.

Adjunct Faculty member's decision (Circle one): **GRANT** **DENY**

Signature _____ **Date** _____

Next Level Contact: Faculty will identify Chair/Supervisor/ Coordinator or Lead Faculty name here:

OR

Appeal Step Two (b): If a **full-time instructor** denies the appeal, the appeal form should be forwarded electronically to the student and the appropriate dean by the full-time faculty. The faculty member will enter the name and contact OR information of the appropriate Division AVP or Dean on the form and sent back to the student.

- If the student decides to pursue the appeal, the Dean will hear the appeal and will attempt to resolve the problem.

- The Dean will then inform the student as to whether the appeal was granted or denied.
- If granted, the Division AVP or Dean will forward a Grade Change Form to the Registrar's Office.
- If the appeal is denied, the Division AVP or Dean will include the name and email contact information for the next level of appeal on the returned appeal form to the student and copy the next contact on the email with all documents attached.
- The student will decide if they would like to pursue their appeal to Step Three by emailing the appropriate person identified on the returned appeal form.
- **Criteria below for Appeal Step Three adjunct instructor (a) or fulltime faculty (b).**

Full-time Faculty member's decision (Circle one): **GRANT** **DENY**

Signature _____ **Date** _____

Next Level Contact: Faculty will identify as appropriate here: _____

Appeal Step Three (a) Adjunct Faculty: If the appeal is denied by a Program Coordinator, Department Chairperson, Lead Faculty or Supervisor, and the student decides to pursue the appeal, the denied appeal will be reviewed by the appropriate Division AVP or Dean. The Division AVP or Dean will inform the student of a decision. The Division AVP or Dean's decision is final. If the appeal is granted the Division AVP or Dean will forward a Grade Change Form to the Registrar's Office.

AVP/Dean's Decision (Circle one): **GRANT** **DENY**

AVP/Dean's Signature: _____ **Date:** _____

OR

Appeal Step Three (b) Full-time Faculty: If the decision at Appeal Step Two, rendered by a Division AVP or Dean was denied, the appeal moves to the Senior Vice President of Academic Affairs (VPAA), whose decision is final. If the appeal is granted, the Senior Vice President of Academic and Student Affairs will forward a Grade Change Form to the Registrar's Office.

Senior Vice President of Academic and Student Affairs (Circle one): **GRANT** **DENY**

Signature: _____ **Date:** _____