

The Grade Appeal System

- I. No grade is appealable unless it is at least **1.5 points lower** than the student's overall grade point average or semester grade point average, whichever is lower, exclusive of the challenged grade.
- II. A grade appeal must be submitted by the student within three weeks of the grading deadline for faculty, except for the period that is interrupted after spring semester until the first day of fall class, otherwise it is considered waived.
- III. To appeal a grade, a student must:
 - a. Have an honest and mature intellectual conviction that he/she/they deserved a higher grade than received.
 - b. Contact his/her/their professor to discuss the exam and their final grade. If the professor is unavailable to meet prior to the appeal deadline, students may still appeal their grade, but must meet with the professor at the soonest possible opportunity to discuss the grade.
 - c. Submit a College of Law Grade Appeal form to Law Records along with documentation of contact with the professor.
- IV. Law Records will review the Grade Appeal to determine its mathematical validity. If found invalid, the student will be informed that the appeal is denied. If found valid,
- V. The Grade Appeal will be submitted by Law Records to a student committee appointed by the vice president of the Student Bar Association from a list of names provided by the office of Academic Affairs and Law Records. The committee will consist of three student members. A majority vote of the committee shall decide the issue. If the appeal is deemed frivolous, the student shall not be allowed to continue his or her appeal.
- VI. If the student committee determines that the appeal is not frivolous, the Associate Dean of Academic Affairs shall appoint a committee composed of two faculty members who, if feasible, either teach the same course or have recognized expertise in the same field. The faculty committee will read the examination in question and shall have the option to read other papers from the same course for purposes of comparison. The faculty committee may allow both the student and the professor of the course in question to meet with them to present any relevant information.
- VII. If both faculty members agree that there is no reasonable basis for the grade assigned, it shall be changed to the nearest grade that is reasonable.

Grade Appeal Form

Name: _____ **Date:** _____ **CWID:** _____

Phone: _____ **E-Mail:** _____

Course Name: _____ **Exam #:** _____

Professor: _____ **Semester:** _____ **Grade:** _____

1. No grade is appealable unless it is at least 1.5 points lower than the student's overall grade point average or semester grade point average, whichever is lower, exclusive of the challenged grade. Any appeal is waived unless the appeal form is submitted within three weeks of the posting of a student's last grade.

2. On _____ I discussed the exam and grade with my professor. –OR–
_____ The professor did not make himself/herself available.

3. After due consideration, I am convinced that a higher grade is deserved. I request that a student committee review the exam. _____ (Initial)

4. THE STUDENT COMMITTEE FINDS:

_____ The appeal is not frivolous.

_____ The appeal is frivolous.

5. THE FACULTY COMMITTEE FINDS:

_____ The grade is reasonable.

_____ There is no reasonable basis for the grade. A reasonable grade for this exam is _____.

Faculty Committee Members _____

For Law Records Use:

Cumulative QP _____

Less QP of challenged grade _____

Adjusted QP _____

Term QP _____

Less QP of challenged grade _____

Adjusted QP _____

Cumulative QH _____

Less QH of challenged grade _____

Adjusted QH _____

Term QH _____

Less QH of challenged grade _____

Adjusted QH _____

Adjusted QP / Adjusted QH _____

Adjusted QP / Adjusted QH _____

Less GPA value of
challenged grade _____

Less GPA value of
challenged grade _____

Total _____

Total _____

Based on the above calculations, the grade appeal is

Law Records Signature

If the total of either calculation is less than 1.5, the grade cannot be appealed.

Date Recieved _____