

WAYNE STATE  
UNIVERSITY  
IRVIN D. REID  
HONORS COLLEGE

**Grade Appeals Policy and Procedure**

This policy applies to courses offered directly by the Honors College (e.g. HON 1000, the Honors sections of PS 1010, HON 4200-level seminars, etc.). Grade appeals for Honors sections of other courses should be resolved through the home department where those courses are offered. If in doubt, students should consult the Honors Advisor when initiating an appeal.

It is the instructor's prerogative to evaluate student work and assign grades in accordance with his or her academic and professional judgment.

Grounds for appeals are: (1) the application of non-academic criteria in the grading process, as listed in the university's non-discrimination/affirmative action statute: race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status; (2) sexual harassment or discrimination; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

*Coursework Grades*

Disputes over coursework grades should be addressed informally between the student and the course instructor. If the student and instructor cannot reach a mutually agreeable resolution, the matter should be referred to the Dean of the College, who will initiate appropriate procedures for resolution.

*Final Grades*

In those instances where a student disputes the final grade assigned, the following steps should be taken to appeal the grade in question.

**A. INFORMAL REVIEW**

The student should discuss the disputed grade with the instructor of the course. If the dispute is not resolved informally, the student may initiate a formal appeal.

**B. FORMAL APPEAL PROCEDURE**

1. Within 30 calendar days following official notification of final grades for the term in which the disputed grade was awarded, and when the informal review fails to resolve the dispute, the student shall submit a written appeal detailing his/her objection, along with supporting documentation in writing, to the instructor. The instructor should respond in writing within 10 work days.

2. Matters not resolved at the instructor level may be appealed to the Dean's Office. A written appeal should be filed by the student within 10 work days following receipt of the instructor's written response. A file folder containing the course syllabus from the semester in which the student took the course, plus the student's letter, the instructor's letter, and the student's written rationale explaining why the Dean's Office should reconsider this appeal, should be sent to the Dean's Office. The student should forward to the instructor of the course a copy of the written appeal. Where appropriate, the Dean's Office may consult with a Grade Appeals Committee for advice in grade disputes. Students shall be notified in writing of the Dean's Office decision within 30 work days of receiving the request. The Dean's Office decision shall be the final decision at the college level.

### **C. UNIVERSITY LEVEL ACADEMIC APPEALS PROCEDURE**

Following the Dean's final response, a student may request a formal review by the Provost.

Such requests are subject to the University Academic Appeal Procedure (as published in the *Undergraduate Bulletin*) and must be submitted in writing, with a copy sent to the Dean of the College, within thirty (30) calendar days of the postmark on the Dean's final determination.

*Irvin D. Reid Honors College Grade Appeal Procedure, revised March 31, 2015*