

College of Architecture and Planning

Student Grade Appeal Policy

I. Introduction

The College of Architecture and Planning recognizes the right of the student to appeal a grade received in a course taken in the college. The college also recognizes the responsibility on the part of the college to respond to student grade appeals, and to do so in a judicious and timely manner.

There may be a number of possible reasons for students to request grade adjustments. Examples include the use of grading criteria and methods by the course instructor inconsistent with those stated in the course syllabus, or grades awarded in an arbitrary and capricious manner. However, while this document is intended to fully inform the students of their right and the proper procedure for appeal, the students are advised to respect such a right and to avoid abuse of the policy with frivolous appeals.

II. Appeal Procedure

The College of Architecture and Planning student grade appeal procedure is outlined in the following four steps:

Step 1. Course Instructor Level: Any student wishing to appeal a course grade must first contact the course instructor to discuss issues pertaining to the student's performance, evaluation criteria, final grade, reason(s) for the appeal, and adjustment sought. If the course instructor determines that a change of grade is not warranted and the disagreement remains unresolved, the student may then initiate the formal appeal process.

If the course instructor is unavailable, inaccessible or simply fails to respond to the student grade appeal within thirty (30) days, the student may proceed to **Step 2.**

Step 2. Department Level: The student submits a written appeal to the Department Chair if the course the student enrolled in is in one of the college's graduate programs, and to the Associate Dean of Academic Affairs on the Boulder campus if the course is in the college's undergraduate program. If the course is in the undergraduate program, the Associate Dean on the Boulder campus shall determine which department is responsible for considering the appeal, and forward it to the appropriate Department Chair within five (5) days of receipt of the written appeal for consideration. The written appeal should explain:

What initial effort was made to resolve the grade appeal with the course instructor?

What is being appealed?

What is the reason(s) for the grade appeal?

What change of the course grade is being sought?

What action has been taken with the instructor initially?

Upon receiving the written appeal, the Department Chair shall process the appeal following the established departmental grade appeal policy and procedure. In the event that such a departmental policy and procedure does not exist, the Department Chair shall meet with the student and the course instructor and review the information provided.

Upon investigating the appeal, if the department faculty committee in charge of the grade appeal procedure or the Department Chair decides a change of grade is not warranted, or if the recommendation is to accept the student's appeal while the course instructor continues to refuse the grade change, the student may choose to continue the appeal process.

At the end of this step, the department faculty committee Chair or the Department Chair shall prepare a written report, with copies of it sent to the student, the course instructor, and the appropriate Associate Dean of Academic Affairs. The written report should explain the reason(s) for the department recommendation.

The entire **Step 2**, from initially receiving the written appeal from the student to forwarding the department recommendation to the student, must be completed within thirty (30) days.

Step 3. College Level: If the grade appeal still remains unresolved at the department level, the student may wish to carry the appeal request to the college level. To do so, the student should submit a written request to the Associate Dean of Academic Affairs on the Denver campus if the course is in a graduate program, or the Associate Dean of Academic Affairs on the Boulder campus if the course is in the undergraduate program. Upon receiving the request, the appropriate Associate Dean shall direct the Chair of the college Academic Affairs Committee to convene the committee to review the grade appeal. It is at the discretion of the committee to meet with the student and the instructor in the review process. At the conclusion of the review, the Academic Affairs Committee shall make a recommendation on the appeal and forward a written report to the appropriate Associate Dean of Academic Affairs, with copies of the report sent to the student, the course instructor, and the Department Chair.

In the event the Academic Affairs Committee recommends in favor of the student and the course instructor accepts the recommendation and makes the recommended grade change, or if the committee recommends against the student and the student accepts the recommendation, the matter concerning the student grade appeal is successfully concluded.

Again, the entire **Step 3** must be completed within thirty (30) days.

Step 4. Dean's Level: The Dean's level is the final level for all student grade appeals in the College of Architecture and Planning. The decisions made at this level are final.

At the college level, if the Academic Affairs Committee recommends in favor of the student but the course instructor continues to refuse making the recommended grade change, the appropriate Associate Dean of Academic Affairs shall forward a written report on the grade appeal dispute to the Dean. Or, if the committee recommends against the student but the student refuses to accept the recommendation, the student may choose to appeal further to the Dean. In either case, the Dean may choose to accept the recommendation of the Academic Affairs Committee without further investigation or may choose to conduct a separate investigation. If the Dean rules in favor of the student but the instructor still refuses to make the recommended grade change, the Dean, as the chief academic officer of the college, shall make the change. If the Dean rules against the student, no grade change shall be made. In either case, the matter concerning the student grade appeal is concluded.

Again, **Step 4** must be completed within thirty (30) days.

III, Time Limit

To appeal a grade received in the spring semester, the student has until September 15 (or the Friday before) to initiate the appeal process by submitting a written statement to the course instructor. To appeal a grade received in the summer semester, the student has until December 15 (or the Friday before) to initiate the appeal process. To appeal a grade received in the fall semester, the student has until April 15 (or the Friday before) to initiate the appeal process. If the above time limits are not met, the instructor, the Department Chair, the Associate Dean and the Dean are under no obligation to consider the grade appeal. On the other hand, if the course instructor, the Department Chair, the Associate Dean of Academic Affairs, or the Dean fails to respond to the grade appeal within the 30-day time limit, the student will automatically receive the grade per the student's request.

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