

O'NEILL UNDERGRADUATE GRADE APPEAL PROCESS  
Revised 3/2020

Any student who believes an O'Neill final course grade is in error, is based on bias, or does not follow the grading policy as outlined in the syllabus, can initiate the grade appeal process. The grade appeal must be submitted within one calendar year from the end of the semester in which the course in question was taken. Here are the steps:

1. The student notifies the Director of Undergraduate Academic Affairs (Director) through email that he or she wishes to appeal a grade, and includes the course number, section number and the name of the instructor. The Director then sends an email to the instructor informing him or her that the grade appeal process has been initiated and that the instructor will soon be receiving a request for a meeting by the student.
2. The student must then contact the instructor and meet with him or her to discuss the issue. At this meeting, both student and instructor should make a good faith effort to resolve the dispute to the satisfaction of both.
3. If the grade dispute does not resolve at this meeting, the student then makes a written appeal to the Director. The appeal is an email to the Director that briefly describes the situation and states why the student believes that the grade is *in error, is based on bias, or does not follow the grading policy as outlined in the syllabus*. These are the only grounds for appeal. The student also states what relief he or she seeks.
4. The Director then meets with the student and the instructor separately to learn more about the situation and understand both sides of the grade dispute.
5. After these meetings, the Director may suggest a solution to the parties to see if they find it acceptable.
6. The instructor makes a final decision on the grade, sending it by email to the student and the Director.
7. The student may appeal the instructor's final decision by emailing O'Neill's Executive Associate Dean and requesting an appeal.
8. The Executive Associate Dean will inform the Academic Fairness Committee (Committee) of the appeal. The Committee will then contact the student about the appeal and inform the student of next steps.
9. The Committee will "consider procedural errors in assigning grades." BL-ACA-H35. The Committee may "direct the Dean of the School/College to change grades on the basis of the Committee's findings." Id.

BL-ACA-H35 <https://vpfaa.indiana.edu/policies/bl-aca-h35-academic-fairness-committees/index.html>

- A. Each School/College on the Bloomington campus shall create an Academic Fairness Committee.
- B. Each Academic Fairness Committee shall contain representation of faculty and students.
- C. The Academic Fairness Committee shall be empowered to consider procedural errors in assigning grades and to direct the Dean of the School/College to change grades on the basis of the Committee's findings.