

# BETHUNE-COOKMAN UNIVERSITY

## Student Grade Appeal Process

### Rationale:

To allow students to appeal a grade received

---



**BETHUNE-COOKMAN UNIVERSITY**

**Policy:** Student Grade  
Appeal Process

---

**Date Approved:** 08/29/2016

**Policy #** 6

**Office Responsible:**

**Date Revised:** 7/1/2018

Office of the Provost

---

### Student Grade Appeal Process

Bethune-Cookman University is committed to supporting the student matriculation process. It is our intent to positively resolve issues, complaints, and concerns that may impact the success of students in meeting student learning outcomes. The grade appeal procedure provides students with an opportunity to have awarded grades reviewed by an impartial body and to provide relief. Before initiating a petition for appeal, the student should attempt to resolve the problem directly with the professor and/or department chair. Should efforts to resolve the problem with the professor and/or department chair be unsuccessful, the student has the right to file a formal appeal. Students must consult their respective academic college or school guidelines which may differ.

### **Student Grade Appeal Procedure:**

Students have the right to appeal the grades awarded in courses.

1. Students will have ten business days from the day that grades are posted or otherwise given before initiating the appeal. The student should submit a written statement to the academic dean within ten days setting forth the complaint, efforts to resolve it, and supporting evidence or justification for the complaint. The academic dean, on receipt of this petition, should provide a copy of the complaint to the faculty.
2. The Dean will convene the committee charged with reviewing matters of concern. The Committee will review the written statement from the student, secure additional information that the student may have, and to hear and examine evidence and information that the professor may have in support of her/his decision. Both the student and the faculty shall each receive reasonable notice of the hearing before the

faculty committee and be permitted to be present at the hearing. In addition, the parties shall have the right to present evidence and to examine any witnesses who should testify. Students enrolled in online degree programs will be granted the option of attending the hearing via Skype or Zoom. The committee then makes a recommendation to the dean, along with all of the supporting data, and the dean renders a decision in the case, which is immediately communicated in writing to the student, the faculty concerned, and the committee.

3. If the student or the faculty concerned is dissatisfied with the decision of the academic dean, either may appeal to the Office of the Provost. If this is done, the Provost will review all of the information and the Provost may convene a committee to investigate the situation further and recommend action. The Provost will render a decision in the case which is to be communicated to the student, the faculty concerned, the academic dean, and the members of the committee participating in the case. The decision of the Provost is final.