

The University of Memphis

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THE GRADUATE SCHOOL

Graduate Grade Appeal Form

Grade appeals must be filed with the Graduate Grade Appeals Committee (Step 4) according to the time line presented in the *Graduate Catalog*.

Student's Name: _____

Address: _____

U Number: _____ Date: _____

STEP 1 To be completed early enough to meet the deadline in Step 2

I have contacted _____ on _____ regarding the grade of _____ which I received in
(Name of Instructor) (Date)
_____ during the FALL SPRING SUMMER _____ in _____
(Course number and title) (Circle one) (Year) (Department)

Since the complaint was not resolved to my satisfaction, I am requesting continuation of the appeal procedure.

STEP 2 This form, accompanied by a written statement detailing the factual basis of the faculty's written rebuttal gathered by the chair or equivalent, shall be taken by the student to the chair of the department in which the course was taken. The written appeal must be received by the chair within 20 class days from the start of the following semester. The department chair shall then address the appeal in consultation with the faculty and the student within 20 class days of the date of submission of the written appeal.

This appeal was presented to the Chair of the Department on: _____

Grade change denied: _____ Grade changed to a grade of: _____ with consent of the Instructor.

Reason for action: _____

(Department Chair)

(Date)

STEP 3 If the appeal cannot be resolved at the level of Step 2 within the prescribed 20 class days, the student or the faculty has five (5) class days of decision notification to request in writing (with a copy to the Graduate School) that the chair forward the appeal to the dean of the college (or their designee). The dean/designee will choose a resolution within 20 class days of this Step 3.

This appeal was presented to the Dean of _____ on _____
(College/School) (Date)

Grade change denied: _____ Grade changed to _____ with consent of the Department Chair and Dean.

Reason for Action: _____

(College/School Dean)

(Date)

STEP 4 The written request for a hearing before the Graduate Appeals Committee should state the factual basis for the appeal of the results of Step 3. All supporting documents, including the Graduate Grade Appeal Form, should be included at the time of submission. Hearing requests are submitted to the Dean of the Graduate School.

This appeal was presented to the Chair of the Graduate Grade Appeals Committee, _____, on _____

by: STUDENT INSTRUCTOR. Grade change denied _____ Grade changed to _____ Does not merit a hearing _____
(circle one)

Reason for Action: _____

(Chair, Graduate Grade Appeals Committee)

(Date)

rev. 5/13/2020

Appeals Procedures

Any graduate student has the right to appeal grade and retention decisions made by the program, college, or University in the implementation of University policy. If a student determines that individual circumstances warrant an appeal, the request for appeal must be filed in the University office responsible for the administration of that policy or the office specified in the policy statement.

NOTES:

1. "Class days" excludes Saturday, Sunday, and holidays.
2. The summer sessions are considered as one term for appeal purposes
3. The Graduate Appeals Committee shall be composed of a chair, seven members, and three alternates constituted as follows:

A chair designated by the Dean of the Graduate School and selected from the graduate faculty; a graduate faculty member and alternate designated by the Dean of the Graduate School; two graduate faculty members and two alternates elected by the University Council for Graduate Studies; three students and one alternate selected by the Dean of the Graduate School.

This appeal procedure provides any graduate student at The University of Memphis with a clearly defined avenue for appealing the assignment of a course grade that the student believes was based on arbitrary or other reasons not related to academic performance. All cases alleged to be based on prejudice or discrimination will be referred to Office of Institutional Equity. In all cases, the student shall have the burden of proof with respect to the allegations in the appeal and in the request for a hearing.

The student must initiate the appeal process within 20 class days after the start of the following semester. If the instructor, chair, and dean or designee (individual or committee) fail to respond to the student's appeal within the time limits, the Graduate Appeals Committee shall act on the student's appeal. The procedure is terminated if the student and the instructor agree on the grade. If neither the student nor the instructor appeals a decision within the appropriate time limit, the disposition of the appeal made in the previous step shall be final.

A written record of all decisions shall be kept with the file at all steps in the process. Copies of all correspondence and records shall be retained in the office in which the appeal is finally resolved. The original documents shall be forwarded to the Graduate School for filing.

All parties must carefully adhere to the following procedure, observing the deadlines.

Step 1

Time Limitation: Early enough to meet the deadline in Step 2.

The student shall first consult with the instructor in an effort to provide a satisfactory resolution of the appeal. If for any reason the faculty is unresponsive or unavailable, proceed to Step 2. If agreement is reached between the student and faculty, the appeal process ends.

Step 2

Time Limitation: Twenty class days into the following semester.

If the appeal is not resolved in Step 1, the student must complete a Graduate Appeal Form (available in PDF format on the Graduate School's website or in the Graduate School). This form, accompanied by a written statement detailing the factual basis of the faculty's written rebuttal gathered by the chair or equivalent, shall be taken by the student to the chair of the department in which the course was

taken. The written appeal must be received by the chair within 20 class days from the start of the following semester. The department chair shall then address the appeal in consultation with the faculty and the student within 20 class days of the date of submission of the written appeal. If the faculty is unavailable, the chair should proceed with the appeal. The chair must provide a written rationale for any decision made, which shall become part of the file.

If the department chair was the faculty of the course involved in the appeal, or if for any reason the chair disqualifies themselves, the student may proceed to Step 3.

The chair is empowered to change the grade if they find that the original grade was based arbitrary or other reason not related to academic performance. The chair shall notify both the student and the faculty in writing of the action taken. Either the student or the faculty may request a copy of the full file in order to appeal the chair's decision within five (5) class days of decision notification by filing a written request for a hearing before the dean of the college (or their designee).

Step 3

Time limitation: Within five (5) class days after Step 2.

If the appeal cannot be resolved at the level of Step 2 within the prescribed 20 class days, the student or the faculty has five (5) class days of decision notification to request in writing (with a copy to the Graduate School) that the chair forward the appeal to the dean of the college (or their designee). The chair shall provide the dean or designee with the Graduate Appeal Form, the chair's written rationale, a copy of all correspondence and decisions, along with other records pertaining to the appeal.

The dean or designee should resolve the grade appeal within 20 class days. If the dean or designee finds that the request lacks merit, they shall notify the student, the faculty, and the chair in writing; the grade shall remain as recorded. The dean is empowered to change the grade if they find that the original grade was based arbitrary or other reason not related to academic performance. The dean must provide a written rationale for any decision made, which shall become part of the file.

Either the student or the faculty may appeal the dean's decision within five (5) class days of decision notification by filing a written request for a hearing before the Graduate Appeals Committee with the Dean of the Graduate School or designee. This request must be accompanied by the Graduate Grade Appeal Form, a copy of all correspondence, including the dean's written decision, and other records pertaining to the appeal.

Step 4

Time limitation: Within five (5) class days after Step 3.

The written request for a hearing before the Graduate Appeals Committee should state the factual basis for the appeal of the results of Step 3. All supporting documents, including the Graduate Grade Appeal Form, should be included at the time of submission.

The Dean of the Graduate School (or their designee) shall forward the request to the chair of the Graduate Appeals Committee. The chair shall subsequently distribute copies of the request to the members of the committee for consideration. If the Committee finds the student's or the faculty's request merits a hearing, the Committee shall notify the student, the faculty, the chair, and the college dean of the date, time, and the location of the hearing. If the Committee finds that the request does not merit a hearing, the student, the faculty, the chair, and the dean shall be so notified in writing. The hearing may be attended remotely using available technology.

The Graduate Appeals Committee should resolve the appeal within twenty (20) class days. To hold a hearing, the seven (7) members of the Committee (or appropriate alternates) must be present.

The faculty and student will present their cases at the hearing in each other's presence. If a majority of the Committee agrees that the grade should be changed because it was based arbitrary or other reason not related to academic performance, the Committee shall notify the Dean of the Graduate School, who shall be empowered to change the grade without the consent of the faculty, the chair, or the college dean. Otherwise, the grade shall remain as recorded. The decision of the Committee shall be communicated to all parties in writing. The decision of the Graduate Appeals Committee shall be final.

The appeals procedure is not complete until all appropriate records are forwarded to the Graduate School Office. At this time, the Dean of the Graduate School shall notify the Office of the Registrar, Corrections, of any grade change. A copy of the Graduate Appeals Form shall become a part of the student's file. A permanent record of all grade appeals reviewed by the Appeals Committee shall be maintained in the Graduate School.