

## UNDERGRADUATE PROCEDURES FOR GRADE APPEALS

Nazareth College is committed to resolving all grade appeals in a timely fashion. The college has made provisions for a **General Timeline** as well as an **Accelerated Timeline** for grade appeals. The Accelerated Timeline is available to students for whom *continuation in coursework* or *financial aid eligibility* (because of the deficit grade) is contingent upon the outcome of the appeal. In these cases, the student must state in their initial submission of the appeal if they are choosing to follow the *General Timeline* (listed below) or the *Accelerated Timeline* (see next page).\*

**\*NOTE** - In some programs, continuation in some or all coursework, per departmental requirements, is contingent upon satisfactory performance in prerequisite coursework. *In these circumstances, the Accelerated Timeline for Appeals listed below must be followed if the student is seeking to complete the appeals process prior to the start of the next term.* See *Policy for Registration/Enrollment* on page 2 for information about removal of some or all coursework in the subsequent term, pending outcome of appeal.

### GENERAL TIMELINE & PROCESS FOR APPEALS

The appeals process is aligned with the program/faculty of the course under appeal, following these steps: Instructor → Program Director\* (if applicable) → Chair → Dean → VPAA.

**Step 1** - Student conferences with the faculty member who has submitted the grade within 30 business days of receiving the final grade.

*Incomplete Grades - any appeal for a course in which an incomplete grade was given must be made within 30 days of receipt of the new grade.*

**Step 2** - If the student remains unreconciled, s/he she may appeal in writing or via email\*\* within 15 business days of Step 1 to the Program Director or Chair with any supporting documentation. Student must state reasons for appeal.

**Step 3** - Program Director or Chair will contact the student in writing or via email within 15 business days of receipt of the appeal with a decision.

**Step 4** - If the student remains unreconciled, s/he may appeal in writing or via email within 15 business days to the Dean. The instructor and the appealing student will submit copies of all relevant materials to the Dean. The Dean will attempt to resolve the matter through consultation with all parties concerned as needed. The Dean contacts the student in writing or via email within 15 business days of receipt of the student's written appeal with the decision.

**Step 5** - Students may appeal the decision of the Dean in writing or via email to the Vice President for Academic Affairs or designee. Notification of the decision of the Vice President for Academic Affairs or designee will be forwarded in writing or via email to all parties concerned within 15 business days of receipt of the student's written appeal. All judgments of the Vice President for Academic Affairs or designee are final.

\*Students appealing a grade of a course residing in one of the college's interdisciplinary programs should submit the appeal first to the instructor, then to the program director. If the student remains unreconciled, the Dean is the next step in the appeals process. This applies to the following undergraduate programs: American Studies, Community Youth Development, International and Global Studies, Peace and Justice, Public Health, and Women and Gender Studies.

*Note: Email is identified as an official means of communication; see Electronic Communication Policy on next page*

## ACCELERATED TIMELINE & PROCESS FOR APPEALS

### *Policy for Registration/Enrollment*

- 1) In cases where a deficit grade in a course (which may result in an insufficient overall GPA) prohibits students from continuing in some or all classes:
  - a. The instructor of the course in question will apprise the chair (and program director) of the deficit grade for departmental review and determination of next steps that result from the deficit grade.
  - b. The Registrar, at the direction of the department, will remove students from impacted classes. Students cannot attend those classes pending resolution of any appeal.
- 2) Students seeking re-enrollment *for the upcoming term* must adhere to the timeline listed in the chart below to ensure final resolution of the appeal process prior to the end of the first week of classes of the upcoming term. *See Note regarding Department Handbooks & Electronic Communication Policy at the bottom of page 2.*
- 3) Re-enrollment in classes after the first week of the semester is not permitted, and cannot be appealed.

<b><i>Steps in the Appeals Process</i></b>	<b><i>Timeline</i></b>
Student will be notified via email of any changes to program status based on grade(s) as well as subsequent removal from some or all coursework in the upcoming term.	<b>Fall Term: By the start of the holiday break</b> Spring and Summer Terms: 2 business days after grades are due
<b><i>Step 1</i></b> - Student submits appeal <i>with supporting documentation</i> via email to instructor and chair (as well as program director if applicable) ( <i>see chart on page 3</i> ). Student must state reasons for the appeal.	Fall Term: First day the college reopens after the <b>holidays</b> Spring Term: within <b>2 business days</b> after receipt of <b>Departmental decision</b> Summer Term: Monday of the week after grades are due
<b><i>Departmental decision</i></b> of appeal is sent to student via email	<b>All terms: within 2 business days</b> after receipt of appeal
<b><i>Step 2</i></b> - If student remains unreconciled, student submits the appeal via email to the Dean. Student must send all previously submitted documentation.	<b>All terms: within 2 business days</b> after receipt of Departmental decision
<b><i>Dean decision</i></b> of appeal is sent to student via email	<b>All terms: within 2 business days</b> after receipt of appeal
<b><i>Step 3</i></b> - If student remains unreconciled, student submits the appeal via email to the Vice President for Academic Affairs or designee, providing all supporting documentation	<b>All terms: within 2 business days</b> after receipt of Dean decision
<b><i>VPAA or designee decision</i></b> of appeal is sent to student via email	<b>All terms: within 2 business days</b> after receipt of appeal
<i>All decisions of the VPAA or designee are final and cannot be appealed</i>	
<i>Appeals between Summer Session I and Summer Session II will follow a mutually agreed upon timeline</i>	

**Note:** Consult departmental handbooks, if applicable, for program policies to which students must adhere based on program requirements, as well as licensing and accreditation guidelines.

**Electronic Communication Policy:** All faculty, staff and students are provided a Nazareth College email account (@naz.edu), which is one of the College's official methods of communicating important and time-sensitive information. All are expected to check the mail sent to this account on a frequent and consistent basis, and to respond to official communications from the Nazareth College Community in a timely manner. All are responsible for monitoring this account and for the consequences of missing important and time-sensitive messages.

