

## **Grade Disputes/Appeals**

Note that grade disputes/appeals may occur for a variety of reasons including fear of losing scholarship eligibility. Students may dispute an assignment grade and/or a final course grade. We encourage faculty to listen to the student issues/concerns and assure that mistakes were not made in assigning the grade. Please keep notes related to the assignment and any communication with the student. If the student continues to be unsatisfied, please notify the program coordinator and department chair.

The best way to avoid such appeals and prevail when they occur is to prepare a complete syllabus outlining a fair system of grading, and scrupulously follow that syllabus, adhering to all university rules. If you make changes in grading/syllabus after the term started, assure that all students have been informed clearly of how their grade will be impacted.

- **Faculty Handbook 5.6.1.1**

- A student may appeal a course grade if the student has evidence that the grade was assigned in a malicious, capricious, erroneous, or arbitrary manner.

- Contact your program coordinator and chair immediately

- [http://catalog.etsu.edu/content.php?catoid=6&navoid=171#Grade Appeal Process](http://catalog.etsu.edu/content.php?catoid=6&navoid=171#Grade%20Appeal%20Process)