

POLICY AND PROCEDURE FOR UNDERGRADUATE ACADEMIC MEDIATION  
COLLEGE OF LIBERAL ARTS  
Updated 12/19/22

**I. Purpose of Mediation Policy**

The purpose of the Academic Mediation Policy within the College of Liberal Arts is to establish and clarify a procedure for contested grades and grading. The policy seeks to provide a fair proceeding for both instructor and student.

**II. Utilization of Mediation Policy**

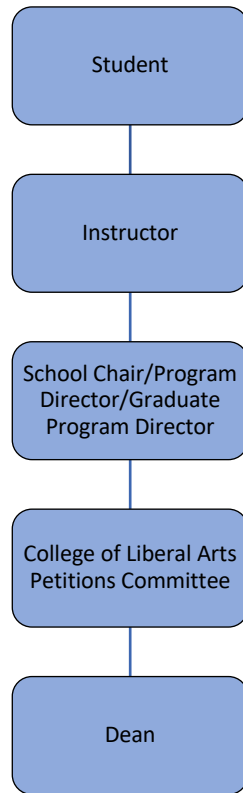
A course grade assigned to an individual student within the College of Liberal Arts may be challenged by that student on grounds that the grade was based on an evaluation of the student's work by criteria not directly reflective of course performance such as race, color, creed, national origin, age, sex, disability, or because of other arbitrary or personal reasons. A student may not use the Procedure because he/she perceived the course to be "too hard" or "too demanding."

Typically grade appeals must be based on one of two conditions.

- 1) The student was graded in a way inconsistent with the class syllabus as distributed at the beginning of the term
- 2) The student was graded in a way that was inconsistent with how other students in the class were graded

It is the responsibility of the student to assemble and present clear documentation as to why one of the above two conditions is appropriate.

### III. Academic Mediation Chart



### IV. Procedure for Academic Mediation

Before the student begins Phase One of the Procedure of Academic Mediation, it is assumed that the student and the faculty member have communicated informally in person, through email, or through some other process.

Although other resources on campus may be used to help the student assemble appropriate supporting materials, only the people directly named below can be present for any phase meeting.

**A. Phase One:** A student should first submit his/her written complaint and supporting documentation directly to the course instructor. In this initial phase, the instructor and student should review course requirements, the instructor's evaluation procedures, and the student's performance. The student's examinations, papers, other course projects and any other evidence offered by the student should be analyzed during this discussion in an effort to resolve the problem.

**B. Phase Two:** If the complaint is not resolved in the initial phase, the student must submit the formal complaint form with supporting documentation to the chair of the school offering the course in the College of Liberal Arts. This form must be submitted within fifteen (15) class days after the receipt of the grade.

C. **Phase Three:** The chair will then consider the validity of the complaint and review the complaint with the instructor. The student should then be informed by the chair of the instructor's decision in writing. Normally, this should be accomplished within fifteen (15) class days after the complaint has been filed with the chair.

D. **Phase Four:** If the grade is unchanged, the student may then appeal in writing the decision to the College of Liberal Arts Petitions Committee within seven class days after the student has received notification from the school chair. The Committee or its designated representative will then meet with the instructor and the school chair for a thorough review of the complaint and provide a recommendation to the instructor. Normally, this should be accomplished within 30 class days after the receipt of the complaint.

E. **Phase Five:** The student may then appeal in writing the decision to the Dean of the College of Liberal Arts or a designee within seven class days after the dean has been notified by the College Petitions Committee. The dean or designee will then meet with the instructor and the school chair for a thorough review of the complaint and for a final recommendation to the instructor.

F. **Phase Six:** The decision to change the grade or to leave the grade unchanged will then be made by the instructor. The student will be notified of the result by the school chair.