

## Procedures for Grade Appeals

## Jacobs School of Music

Grade appeals from students in the Jacobs School of Music are handled first by the instructor, then by the Associate Dean for Instruction, and then by the School Academic Fairness Committee. **There is no further grade appeal either inside or outside the Music School.**

1. If a student has a question about a grade received in any music course, the student should first contact the instructor to receive clarification about the reasons for the grade. The student should document attempts to contact the instructor (such as e-mail messages) and should make a note of the date on which such grade clarification was received from the instructor.

2. If the student is not satisfied with the explanation of the grade received from the instructor, a written appeal may be filed with the Associate Dean for Instruction. Guidelines for the appeal are given below:

A. The written appeal should be filed within **four weeks** after the grade is awarded (for regular semester grades, the time is calculated from the day on which that semester's grades become official, based on the registrar's calendar).

B. Grade appeals are considered only because of demonstrated procedural errors in grading, demonstrated discrimination/bias in grading policies, or documented unusual personal circumstances. Grade appeals which involve faculty judgments about the quality of written work, performance level, or compositional skill will not be considered.

C. The written appeal should contain the following information:

\_\_\_ Student name, student ID number, mailing address, telephone, e-mail address

\_\_\_ Student degree and year (e.g. "BM Piano, sophomore")

\_\_\_ Class in which the grade is being appealed; semester of the class; instructor

\_\_\_ Basis of the appeal: be as specific as possible and attach all relevant documentation (e.g., a copy of the syllabus, assignment guidelines, work in question, justification of absences, relevant correspondence with the instructor, point totals for the semester)

\_\_\_ Student request for a resolution: (e.g. request for a specific grade change)

3. A grade appeal requesting a withdrawal from only one class during a semester on the basis of illness or other personal circumstances will not be considered. Students who have documented major personal problems should contact the Student Advocates Office, Franklin Hall 206, about a complete withdrawal from classes for a particular semester.

4. When the Associate Dean for Instruction receives the student's written appeal and attached documentation, the instructor of the course will be contacted for a response to the items described in the basis of the appeal. The Associate Dean will try to achieve resolution between the student and the instructor. The Associate Dean may deny the appeal on the basis of insufficient evidence.

5. If no resolution is possible, and if in the opinion of the Associate Dean there is convincing evidence from both the student and the instructor, the appeal will be referred to the Academic Fairness Committee (see separate guidelines for this committee). The decision of the committee is final and no further appeal is possible.

*May 2007*