

Grade Appeals

The administration, following legal and academic freedom precedents, may not overrule an academic evaluation by a member of our instructional faculty so long as that evaluation has been given within the scope of the course in good faith and a rational basis. In sum, only grades apparently based upon non-academic criteria or a violation of PAU policy may be overturned by administration.

Informal Procedure: When students at PAU are dissatisfied with a student evaluation received in a course, their first step must be to communicate or meet with the instructor for clarification and review of the grade within five (5) days of receipt of the grade. If no resolution is reached, students may use the formal procedure described below.

Formal Procedure: If a student believes that non-academic criteria have been used in determining his or her grade, or that the instructor has otherwise breached PAU policy in assigning the contested grade, the student may appeal the instructor's evaluation in writing to the Program Director within five (5) working dates of an attempt at an informal resolution of the matter. If the Program Director has previously given input into the student's case at hand, or if there is any other conflict of interest, the Program Director shall recuse themselves and specify an appropriate designee to serve in their place (this designee can include someone outside of the respective program). If the resolution of the Program Director or designee is not satisfactory to the student, the student may appeal the decision of the Program Director to the Curriculum Committee. The student must make the appeal within five (5) working days of notification by the Program Director of their decision. If the resolution of the Curriculum Committee is not satisfactory to the student, then the student may appeal to the Institutional Grievance and Appeals Committee by directing their written appeal in writing to the Provost.

Only grades apparently based upon non-academic criteria or a violation of PAU policy may be overturned by any of the adjudicating body (Program Director or designee, Curriculum Committee, or Institutional Grievances and Appeals Committee). The written decision of each adjudicating body should be explicit and clear in their outcome regarding overturning or upholding the course grade.

The student, the instructor, and the Registrar will be notified of the decisions at every step of the appeals process (Program Director or designee, Curriculum Committee, or Institutional Grievances and Appeals Committee) in writing, within fifteen (15) days of receipt of the receipt of appeal except where the Program Director or designee, Curriculum Committee, or Institutional Grievances and Appeals Committee requires a longer period time for good reason.

The student's written appeal at each step of the appeals process must specify the nature of the disagreement and include copies of all documents supporting the grievance. The student bears the burden of showing that non-academic criteria were used or that PAU policy was otherwise breached. The instructor will be consulted by each body of the appeals process (Program

Director or designee, Curriculum Committee, or Institutional Grievances and Appeals Committee) for additional information, and will be given an opportunity to respond. All documents will be shared equally with both the student and the instructor. In addition, all materials related to the formal appeals process will be stored in the student's file.