

# STOCKTON UNIVERSITY



## PROCEDURE

### **Advisory Board on Grades and Standing**

Procedure Administrator: Vice Provost

Authority: N.J.S.A. 18A:64-6

Effective Date: October 1, 1990; July 1, 2010; July 8, 2014

Index Cross-References:

Procedure File Number: 2006

Approved By: Herman J. Saatkamp, Jr., President

### PURPOSES/FUNCTIONS OF THE ADVISORY BOARD ON GRADES AND STANDING:

- 1) To provide a forum for case-by-case resolution of appeals by students related to grading.
- 2) To offer specific recommendations on individual cases heard by the Board to the Provost, whose decision is final.

### COMPOSITION:

The Board shall be composed of one (1) representative from each of the Schools, elected by the faculty of the respective School. Members shall serve two-year terms. Elections will be held in the Spring term and newly elected members shall take office on the first day of the following Fall term. Vacancies of elected members shall be filled for the unexpired term. For a term of two years, one member shall serve as chair, with voting rights, for convened meetings of the Board.

Each member of the Board will have full voting and floor rights in Board meetings. A designee of the Provost shall serve as Secretary to the Board, but will not vote.

### PROCEDURES AND POLICIES:

Grade determination is the prerogative and professional judgment of the instructor guided by the standards established in the course syllabus or other document (e.g., independent study form).

***Assigned grades will not be changed unless there is compelling evidence of inequitable treatment, discrimination or procedural irregularity.***

The student's first responsibility in making a grade appeal is to discuss the issue with the faculty member responsible for assigning the grade. If satisfactory resolution cannot be reached with the instructor, the student should submit the issue *in writing to the program coordinator*, and, if necessary, formally appeal the decision to the dean of the school from which the course originated.

If the dean is unable to resolve the matter, the student may appeal to the Office of the Provost by submitting a letter and other written materials presenting a strong rationale and compelling evidence that legitimate grounds for a grade appeal exist as described in the paragraph above. This appeal process must be initiated no later than three months after the date of grade posting for the term in which the grade was originally assigned. Written appeals will be reviewed by the Provost or his/her designee and in those cases where appropriate, will be assigned to the Advisory Board on Grades and Standing. The Advisory Board on Grades and Standing will review the matter, including hearing testimony and evidence from both the instructor and the student. This Board will make a recommendation to the Provost, whose decision is final.

Non-grade notations carry no right of appeal and are therefore not covered by the grade appeal process.

**QUORUM:** A quorum consists of 2/3 of the voting members.

**STUDENT PRESENCE AT MEETING:** Students will be notified that their case will be heard on a specified date that is determined to be appropriate for his/her schedule. Should a student not attend the meeting by choice, the matter will be heard on the written record.

**FACULTY PRESENCE AT MEETING:** The involved faculty member will be notified of the date and time of any hearing pertaining to her/him. As with the student, the hearing is scheduled at a time the faculty member is able to attend.

**VOTING PROCEDURES:** The Board will vote after the student and faculty member have left the hearing. A majority opinion will determine the recommendation to the Provost. Minority opinions may be written to the Provost by Board members.

**ATTORNEYS PRESENT AT MEETINGS:** Attorneys can attend hearings at the request of directly involved parties to observe and advise. These hearings are collegiate reviews and not legal proceedings. Thus attorneys may advise their clients, but may not address the Board.

**HEARING PROCEDURE:** The Board will convene its meetings first and then invite students/faculty to testify when the committee is ready to consider their portion of the meeting. The Board Chair will be the conduit through whom materials/questions will be addressed to the Board. All materials/questions to be introduced/raised must be provided to the Provost's designee at least one week prior to the scheduled meeting.

**DISQUALIFICATION:** Board members will use their own discretion concerning cases where familiarity may impact their impartial judgment.

**TIME/WITNESS LIMITATION:** The Board Chair may limit the number of witnesses to be heard or may exclude irrelevant or unduly repetitious evidence.

**TESTIMONY RIGHTS:** No person shall be compelled to testify against her/his will.

**RULES OF EVIDENCE:** Rules of evidence applied in civil and criminal courts will not apply to campus hearings. The Board will receive and consider oral and documentary evidence of the kind that persons are accustomed to relying on in these matters.

**RECORD OF MEETING:** Each student case will be recorded.

**BOARD MEETINGS:** If there is a need for this Board to meet outside the academic year, e.g., summer months, and a quorum cannot be reached, the hearing may be delayed until the beginning of the next academic year or a School may be asked to elect an alternative Board member. Schools may be asked to elect an alternate member if a member is on sick, or other, leave.

**APPEAL CONTENTS:** All appeals should include: 1) a clear explanation of the nature of the appeal which specifies what is being appealed; 2) a clear explanation of the reason(s) for the appeal including why the student contends that he or she was treated differently from any other student; and 3) a clear, concise statement of the facts as known, with appropriate supporting documentation. Note: An appeal must not mention by name, or identify in any manner, third parties not relevant to the appeal.

Any procedural questions should be addressed to the Office of the Provost.

**Approval History:**

	Date
Faculty Senate	5/28/14
Provost Council	5/6/14
Provost	6/4/14
President	7/8/14