

**ZARB SCHOOL OF BUSINESS**  
**GRADE APPEAL POLICY**

March 19, 2013

It is the right and responsibility of each faculty member to determine student grades at Hofstra University. An instructor's right to determine the grades assigned in his or her classes shall be abrogated only if it is demonstrated (through the procedures below) that the final course grade was not based on the student's academic performance in the course. Nothing in this policy shall be construed to **apply to or affect** an individual instructor's grading standards.

Appeals for grades received in the fall semester must be initiated by the end of the third week of the following spring semester. Appeals for grades received in January, spring, and summer must be initiated by the end of the third week of the fall semester.

First, the student shall appeal in writing to the instructor (unless the instructor is no longer in-residence or is otherwise unreachable). It is expected that the problem will be resolved through discussion between the student and instructor.

If such discussion does not resolve the issue, the student may then appeal in writing to the chair of the department. The chair shall attempt to mediate a resolution, but cannot change the grade. (If the instructor is the chair, then the student shall appeal in writing to the dean of the Zarb School of Business.)

If discussion among the student, instructor and chair still does not lead to resolution, the student may appeal in writing to the dean of the Zarb School of Business, detailing the arguments for a change of the final grade. The dean of the Zarb School of Business will review the issues and merits of the case. The dean of the Zarb School of Business may choose to dismiss the case if there is no material basis for the appeal, to mediate a resolution, or to instruct the departmental chairperson to immediately empanel an Ad Hoc Appeals Committee.

The ad hoc committee shall consist of three tenured members of the department (excluding the chair and instructor) selected by the department chair, and, in an advisory capacity, the vice dean of the Zarb School of Business. (In the event that there are not three tenured faculty members in the department available to serve on the committee, the additional members shall be selected from tenured members of related departments by the Chair of the department in consultation with the Dean of the Zarb School of Business.

The student must submit a written statement to the committee detailing an argument for a change of grade.

After selecting a chair from among its faculty members, the committee shall have the authority to investigate the matter fully and request material from the student and the instructor. The committee, however, proceeds from the presumption that the course grade was justified; the burden of proof shall lie with the student. The committee may determine that a change of grade is appropriate only if the final grade is inconsistent with the course grading policy.

If the committee by a unanimous vote determines that there is just cause to alter the grade, the three faculty members on the committee shall convene to determine, by a unanimous vote, the appropriate new grade. The full committee shall inform the student, instructor, chair, and dean of the Zarb School of Business in writing of their decision, and of any change in the final grade that shall be made.

Both a faculty member and a student have the right to request a review by the provost of the decision by the dean of the Zarb School of Business (in the event that an ad hoc committee is not

convened) or by the Ad Hoc Appeals Committee. In such instances, the provost shall begin with the presumption that the Dean's or the ad hoc appeals committee's determination is correct. The provost determines if the proper procedure was followed. If he or she determines that there is cause for reconsideration, the provost shall convene (or reconvene) the Ad Hoc Appeals Committee for further consideration of the matter. In all cases the Ad Hoc Appeals Committee's decision shall be forwarded to the student who made the appeal, the instructor involved, the dean of the Zarb School of Business, and the provost.

The timetable to be followed by the student and all parties involved must adhere to that articulated in FPS #42.