



Master of Science  
Physician Assistant Studies

### Grade Appeals

<b>Responsible Party</b>	Program Director and Principal Faculty
<b>Minimum Review Frequency</b>	Annual
<b>Associated Forms</b>	None
<b>ARC-PA Associated Standards</b>	A3.15g
<b>Initial Effective Date</b>	11/19/2021
<b>Last Review Date</b>	11/19/2021
<b>Next Review Date</b>	09/01/2023

#### *Grade appeal*

If a student believes an error has been made regarding a course grade, he/she should contact the faculty course director immediately after the grade is posted to set up a meeting to discuss the grade. It is the student's responsibility to demonstrate that the appeal has merit therefore, the student should bring to the meeting any evidence that the grade was assigned erroneously.

At the meeting, the professor will:

1. Review the evidence the student has submitted
2. Present any of the student's work that remains in the Course Director's possession (e.g., papers, examinations, etc.)
3. Explain how the student's grade was determined based on the guidelines presented at the beginning of the course and in the course syllabus
4. Recalculate the numerical computation of the grade to determine if there has been a clerical error.

If the student wishes to continue the appeal following this meeting, he or she must file a written appeal with the Program Director within one week of the meeting. If the Program Director is the professor involved, the written appeal will go to the Dean of the Division of Applied Health Sciences. The student will submit to the Program Director the Student Grade Appeal Statement Form together with copies of the course syllabus, tests, assignments, and papers in the student's possession. The Program Director will notify the Course Director, and the professor will file the Course Director Grade Appeal Statement Form with the Program Director within one week together with copies of the syllabus, assignments, and any of the student's work that remain in the Course Director's possession. The Program Director, following consultation with the Dean, will render a decision in writing regarding the grade appeal within one week.

All decisions regarding course grade appeals made by the Dean of the Division of Applied Health Sciences are considered final.

#### **Review**

The adherence to this policy will be monitored by the PD, DCE, DDE, and the DSE on a continual basis, by review of submitted documentation. This policy will be reviewed annually at the program's annual retreat.