



VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

Course Grade Grievance Policy Policy 7.2.C

About This Policy:

Effective Date: 09-21-2018

Approval Dates:

Management Team: 09-21-2018

Scope

This policy is for all of the Dwyer College of Health Sciences.

Policy Statement

This policy is to establish a process for the College when a student disputes a course grade.

Procedure

Students have the right to dispute a grade they have received. However, there is a process for disputing the grade.

If a student disputes his/her final course grade, the student must discuss the matter with the faculty member assigning the grade no later than three years from the end date of the semester in question.

This procedure below is for any student who decides to grieve a course grade that is taught within the Vera Z. Dwyer College at Indiana University South Bend:

1. A student must provide a written appeal to the faculty member(s) of record for the class within 7 days of receiving the grade. This process is only after the student has met with the instructor(s) and the conclusion is the instructor(s) are not willing to change the grade.
2. The faculty member(s) will review the student's written appeal and provide a written response within 10 days of receiving the appeal.
3. If the student wishes to appeal that decision, the student must provide a new written appeal to the program director that oversees the course.

4. The program director will review all of the written appeals, meet with the student and provide a written response within 10 days of receiving the appeal.
5. If the student wishes to appeal that decision, the student must provide a new written appeal to the Assistant Dean that oversees the course. The Assistant Dean will review all of the written appeals, meet with the student and provide a written response within 10 days of receiving the appeal (or Dean if Assistant Dean Role is vacant).

If the Program Director is the faculty of record for the class, the student must provide a written appeal to the Assistant Dean that oversees the course.

If an Assistant Dean is the faculty of record for the class, the student must provide a written appeal to the Dean of the college.

After the above mentioned policy, the procedures set for in the Indiana University South Bend Policy apply. Please refer to the IUSB Academic Bulletin for more information.