



UNIVERSITY POLICY ON APPEALING A GRADE

Peace Multicultural University is committed to ensuring a fair and transparent academic evaluation process. While the university respects the professional judgment of instructors, it recognizes that students may occasionally believe their grades do not accurately reflect their performance. This policy provides a clear and equitable process for students to appeal grades they perceive as unfair or incorrect, ensuring that concerns are addressed in a timely and impartial manner.

Policy Scope

This policy applies to all students enrolled in courses at Peace Multicultural University who wish to appeal final course grades. It does not apply to individual assignment grades unless they directly affect the final grade or are part of a broader grading dispute.

Grounds for Grade Appeals

A grade appeal may be submitted if a student believes their grade was assigned due to one or more of the following:

1. **Clerical or Calculation Errors:** Mistakes in recording or calculating grades.
2. **Unfair Treatment:** Grades assigned based on non-academic criteria such as bias, discrimination, or retaliation.
3. **Deviation from the Syllabus:** Failure to follow the grading criteria or policies outlined in the course syllabus.
4. **Arbitrary Grading:** Grading that appears to lack a reasonable basis or is inconsistent with grading of other students.

Disagreements over academic judgment (e.g., the quality of an essay or project) do not typically constitute grounds for appeal unless they fall under one of the categories above.

Grade Appeal Process

1. **Informal Resolution**
 - Students are required to first discuss their concerns with the instructor of the course to clarify the basis for the grade and resolve any misunderstandings.
 - If the issue is not resolved, the student may proceed with the formal appeal process.



2. Formal Appeal

○ Step 1: Submission of Appeal

- The student must submit a written appeal to the Academic Dean within 5 business days after the grade is posted.
- The appeal must include:
 - Course name.
 - Instructor's name.
 - Grade received and the grade expected, consistent with the relevant grading policy.
 - Detailed explanation of the grounds for the appeal.
 - Supporting documentation (e.g., syllabus, graded assignments, correspondence).

○ Step 2: Department Review

- The Academic Dean will review the appeal, consult with the instructor, and may request additional information, with the option of meeting with the student and/or instructor.
- A written decision will be provided to the student within 15 business days of receipt of the appeal.

3. Appeal to the Academic Dean

- If the student is dissatisfied with the decision, they may submit a further appeal to the Executive Team within 5 business days.
- The Executive Team will review the case, consider the findings of the Academic Dean, and issue a final decision.

4. Final Decision

- The decision of the Executive Team is final and binding.

Confidentiality and Non-Retaliation

All grade appeals will be handled confidentially to the extent possible, and the university prohibits retaliation against any student who files a grade appeal.

Timeline for Appeals

Students are advised to adhere to all specified deadlines during the appeal process. Late submissions will not be considered unless extenuating circumstances are demonstrated.



Recordkeeping

The university will maintain records of all formal grade appeals and their outcomes for a minimum of 3 years to ensure accountability and transparency.

Policy Review and Updates

This policy will be reviewed annually to ensure clarity and alignment with academic standards and best practices. Any updates will be communicated to students and faculty promptly.

By adhering to this policy, Peace Multicultural University ensures that the grade appeal process is accessible, fair, and respectful of the rights of both students and instructors.