

15. Grading Policy

- 15.1 Grades are under the sole control of the faculty member involved and may not be changed by anyone other than the instructor unless the change is the result of an appeal as outlined in the Student Grievance Procedures section in the Undergraduate Bulletin. The relevant section states

A student's appeal of a course grade is handled according to a distinct policy and does not fall under the College-wide Grievance Procedures. In those cases in which a student does not understand, or does not agree with, the grade they have received on an assignment or examination, the student must first seek clarification from the professor who issued the grade. If after meeting with the professor the student remains convinced that the grade is wrong, he or she may have recourse to the following procedure:

Step 1: The student notifies the Academic Dean that he or she either does not understand or does not agree with a grade. The Academic Dean will inquire to make sure that the student has first taken adequate steps to resolve things with the professor before allowing the process to proceed to Step 2. If the professor who issues the contested grade is the Academic Dean, then the Academic Dean's role throughout this process will be taken over by his/her Department Chair

Step 2: The Academic Dean meets with the professor and student together, to witness and help facilitate a conversation about the graded assignment or examination.

Step 3: If the issue still has not been resolved after Steps 1 and 2, the student may file a formal grade appeal with the Academic Dean. This must be done within five business days of the meeting described in Step 2. Formal grade appeals, moreover, may not be filed more than five weeks after an assignment has been returned to the student, or the case of final exams or other end-of-term assignments, they may not be appealed after five weeks have elapsed in the following semester. The formal grade appeal consists simply in notifying the Academic Dean in writing (letter or email) that the student is appealing the grade in question. The Academic Dean will notify the professor that a formal appeal has been filed. The Dean then assumes responsibility for discretely gathering relevant materials and testimony from both the professor and the student. The professor and the student will observe proper respect for the process and the chain of command. The student is not permitted to lobby other administrators, professors, staff, or board members. Neither is the professor.

Step 4: The Academic Dean will consult with the Vice President for Academic Affairs (V.P.A.A.) on the appointment of the grade appeal

committee, which shall consist of four full-time members of the teaching faculty whose expertise and experience most closely correspond to the assignment in question. The Academic Dean may appoint himself or herself as one of the four committee members but is not obliged to do so. If the Academic Dean is on the committee, then he or she is its chair. If not, then the Academic Dean shall appoint the committee's chair. In either case, the Academic Dean will provide whatever materials and testimony he or she has gathered, from the student and the professor, to the committee.

Step 5: The committee then convenes in a timely manner to review the assignment. **All proceedings of the grade appeal committee will be kept strictly confidential and will be guided by the "Instructions for Grade Appeal Committees", which are found in the Faculty Handbook (Appendix 19.6).** The committee can leave the grade unchanged or by a majority vote raise or lower the grade. Once the committee has made its decision, the Academic Dean shall handle all communication with the professor and the student. No explanations, qualifications, or justifications will be communicated to the student. The V.P.A.A. will receive a report from the Academic Dean, so that he or she may certify that there were no procedural violations. If the VPAA determines that there has been a procedural violation, he or she will instruct the Dean to redo the process. Otherwise the committee's decision on the student's grade appeal is final and not subject to further appeal.

Any situation that cannot be covered by the above procedure is to be resolved through discussion between the Academic Dean and the VPAA.

- 15.2 Each faculty member should clearly explain his or her grading policy orally to each class at the beginning of each semester, and should act consistently within the stated policy. Furthermore, the grading policy must be included on the syllabus for each course.
- 15.3 At the end of each semester, all faculty must turn in all grades to the Registrar on the date announced by the Registrar. Undergraduate College Faculty are to use the grading system described in the [Christendom College Undergraduate Bulletin](#) under *Academic Policies*. Note that Christendom College does not admit the use of A-plus or D-minus. Graduate Faculty are to use the grading system described under "Grading Policy" in the [Notre Dame Graduate School of Christendom College Bulletin](#).
Faculty are expected to inform the VPAA of provisions they have made for the possibility they have made in case they are not able to submit final grades.
- 15.4 Faculty are to observe the policy governing Incompletes appearing under "Academic Policies" in the [Christendom College Undergraduate Bulletin](#).