



Grade Appeal Policy

Adler University assigns primary responsibility and authority for grading and any other evaluation comments to the instructor of record and respects the instructor's professional judgment in the area of student evaluation. In most cases, the instructor's decision is final.

However, students have the right to appeal certain grades or evaluative comments made by a faculty member. Grounds for an appeal must be based on an alleged violation of a written school policy or extenuating circumstances such as illness or family emergency.

Only grades of "C" or lower can be appealed and these may be appealed only if a grading standard was not set or not followed by the instructor.

Finally, if a student is appealing a grade for a course that is a pre-requisite for a class, he/she cannot register for or attend subsequent classes until the grade for the pre-requisite has been resolved.

Step One – Appeal to the Class Instructor:

A student who feels that a "C" or lower grade is inappropriate due to the reasons stated above has the right to appeal to the instructor. To dispute a grade, a student must present a written letter of appeal to the instructor. This appeal must clearly state the basis for the appeal (including a copy of the written school policy if the basis is an alleged violation of policy), the facts the student believes support his/her claim, and the requested remedy.

This appeal must be filed within 30 days of the posting of the grade on WebAdvisor.

The student must also inform his/her Academic Advisor of the concern at the time of the appeal.

Instructors are expected to meet with students who have expressed concern about grades or comments and explain the established standard and why the earned grade was recorded. If this standard has been set and followed, no further appeal is appropriate.

If the standard was not set or not followed, it is incumbent upon the instructor to do whatever is practical to resolve the issue by presenting the student with his/her rationale for the evaluation and grade.

After reviewing all materials submitted, the instructor will respond in writing within 30 days of receipt of the student's correspondence.

If the instructor for the course is the Program Director or the Director of Clinical Training, the appeal should be presented to the Campus Dean. The Dean's decision is final.

If the instructor is the Campus Dean, students can appeal to the President. The president's decision is final.

Step Two – Appeal to the Program Director

If Step One does not resolve the concern, the student may, within ten (10) calendar days of the instructor's response, present an appeal to the Program Director.

Students should write a letter of appeal with the following information: name, mailing and email address, course number, title and section; semester and year taken; instructor's name, and a clear statement of the grade change requested, basis for the appeal (as noted above), and the facts that support the request.

The Program Director will decide if a meeting with the student is necessary and will conduct an investigation that may include consulting the parties involved, gathering all pertinent information, and/or reviewing relevant facts.

The result of the review will be summarized in writing by the Program Director and placed in the student academic file.

If the Program Director is the instructor for the course, the appeal should be presented to the Campus Dean. The Dean's decision is final.

If the student feels that the evaluative comment is inaccurate, misleading or in violation of the privacy or other rights of the student, the student may also insert a written statement in the record.

If you have any questions about this procedure please contact your Academic Advisor or Stephanie Haslam, Manager of Student and Alumni Services, at shaslam@adler.edu or 604-699-3578.