



SCHOOL OF EDUCATION

UNIVERSITY of WASHINGTON | TACOMA

UW Tacoma School of Education Grade Appeal Procedures

Approved by School of Education Faculty Council April 13, 2021

Reviewed by School of Education Faculty and Staff on March 02, 2021

Updated: April 14, 2021

The School of Education follows UW Tacoma's and UW's general policy for grade appeals. Here is a link to UW Tacoma's Grade Appeal Policy:

<https://www.tacoma.uw.edu/uwt/registrar/grading-policy>

A student in the School of Education who believes that an instructor made an error in the assignment of a grade; who believe a grade recording error or omission has occurred; or who believes that any grading procedures in the course were conducted in an arbitrary or capricious matter, shall first discuss the matter with the instructor before the end of the following academic quarter (note: the timeline does not include summer quarter; appeals during this time may be deferred to autumn quarter, although all efforts will be made to resolve them in a timely manner).

If the student is not satisfied with the instructor's explanation, the student, **no later than ten (10) calendar days** after the discussion with the instructor, should submit a written appeal to: (a) the appropriate Faculty Program Director with a cc to: (b) the course instructor, and (c) the student's academic advisor to avoid delays in processing the appeal. (see website for contacts: <https://www.tacoma.uw.edu/education-program/currentstudents-0>).

When submitting a grade appeal, the student should submit the following:

1. **REQUIRED:** a written statement describing how the student believes the grade was: made in error, arbitrary, and/or capricious with clear descriptions and examples.
2. **OPTIONAL DOCUMENTS:** a student who wishes to provide additional documentation should supply as much *relevant* information as possible to support the written statement such as the following:
 - a. Copy of the course syllabus.
 - b. Copy of assignment handouts, graded assignments, and rubrics.
 - c. Copies of any prior communication with the instructor.
 - d. *Documents irrelevant to the situation will not be reviewed.*

Thereafter, the procedures below will be followed:

1. **Within ten (10) calendar days** of receiving the student's appeal, the Faculty Program Director¹ will consult with the instructor of record to ensure that the evaluation of the student's performance was fair and reasonable.

¹ If the Faculty Program Director is the instructor of record, then the matter will be handled by the Dean (replace Faculty Program Director with Dean). If the Dean is the instructor of record, an administrator outside of the School

- a. If the determination was the grade was fair and reasonable, then the Faculty Program Director will notify the instructor, student, and the student's academic advisor with a written explanation of the decision.
 - b. If the Faculty Program Director believes the determination of the grade was not accurate, fair, and reasonable, **and** the instructor refuses to change the original grade, then Step 2 and subsequent procedures will be followed.
2. Should the Faculty Program Director believe the instructor's conduct was arbitrary or capricious based on the evidence provided, **and** the instructor declines to revise the grade, the Dean will be notified within five (5) calendar days.
3. The Dean will ask the School of Education's Graduate Faculty Council² to evaluate the performance of the student and assign a final grade **within ten (10) calendar days**.
 - a. When a final decision is made, the Chair of the School of Education's Graduate Faculty Council shall notify the Dean and the student of the outcome in writing.
 - b. The Dean will subsequently notify the Vice Chancellor for Academic Affairs at UW Tacoma of the decision with a cc to the UW Provost.
4. The School of Education's Graduate Faculty Council's decision is final. **No opportunities for further appeal will be permitted at this stage.**
5. After receipt of the final decision, the academic advisor will complete the grade change process set forth by the UW Tacoma Office of the Registrar.

Once a student submits a written appeal, all subsequent actions on the appeal are held at the program level. Decisions related to grade appeals do not appear on the student's transcript.

Note: *some extensions to the time-lines in this procedure may need to be extended due to emergencies, unusual circumstances, or university holidays. If a delay is expected, the student will be notified in writing of any delays by the School of Education.*

of Education appointed by the Executive Vice Chancellor for Academic Affairs will handle the appeal (replace Dean with EVCAA or delegate). In such a situation, the student will be notified of the parties involved; however, the same general process will be followed.

² The School of Education Graduate Faculty Council represents the delegated faculty body to review appeals at this level per UW guidelines on grade appeals.