
College of Science Academic Appeal Process

REASON FOR THE POLICY

Students are allowed to appeal all scores received on graded work. According to the OSU Student Bill of Rights (<https://asosu.oregonstate.edu/advocacy/what-we-believe>) students have the right to “be graded in accordance with the course syllabus and the quality of their work.” A fair implication of this statement is that students should have an opportunity to see and review all their graded work.

POLICY CONTENT

The common procedure is to return graded work to the students, or make it available to them for pickup. Students have 15 calendar days to appeal a decision. If scores are posted on Canvas, the date of posting is the start of the 15 day period. Instructors must make sure, though, that students have a reasonable time for review within that period. Graded work should be returned in a timely fashion after grades have been posted. Not all scores are posted on Canvas, however, since small assignments are often combined together. Homework is a possible example of such work. In that case, the 15 day period starts at the day the homework is returned or an announcement is made that homework can be picked up. Note that all exam scores have to be posted on Canvas. This is a COS requirement.

Final exam scores are often posted at the same time as the final grade is posted. Technically, the student has 15 days after the posting to appeal. In practice, it is often impossible for a student to come in and discuss the appeal with the instructor. In such cases, a written notice of appeal to the instructor creates the start of the appeal process. If a student sends a message of appeal to the instructor, the actual meeting might have to be postponed until the start of the next academic term in the regular year (excluding summer). In addition, students might not be able to communicate immediately after the end of term. A fair procedure would be to allow a final exam or course grade appeal in the first 15 days of the regular year academic term after the course is completed. This is not required, though.

Some instructors prefer not to return some or all graded work. This policy should be clearly mentioned in the syllabus, together with a procedure explaining how students can arrange for an opportunity to see and review their work.

Once a student has appealed an academic matter, the case is open until the whole process is complete. According to the university guidelines, all initial appeals must be filed in writing within 15 calendar days of the decision or action being appealed, and all appeals

to subsequent steps in the process must be filed within seven calendar days of the date of the decision at the previous level.

The appeal process in the College of Science for an academic decision follows the procedure published in the course catalog and is as follows (note that COS does not have an appeals committee):

1. Student appeals to course instructor.
2. Student appeals to head of the department in which the course is offered, if the instructor denies the appeal.
3. Student appeals to Associate Dean for Academic and Student Affairs in the College of Science, if the department head denies the appeal, by submitting all information related to the issue.
4. Student appeals to the Provost and Executive Vice President or designee, if the appeal is denied at the college level.

POLICY HISTORY

Revision Date	Description
08.20.2019	Initial posting (Based on 10.22.2018 version from Henri Jansen)