

## ***Grading Appeals, Cowles Library, Drake University***

### ***Appeals Procedure for Grades and Grading Practices in courses with the LIBR designation.***

The Cowles Library grade appeals procedure is adapted from that provided by the College of Arts & Sciences.

A student who wishes to challenge the grading practices of an instructor from Cowles Library may appeal for a change of grade, using the following procedures.

These guidelines only apply to courses with the LIBR designation.

#### **Timetable:**

First, the student must meet with the instructor involved in an attempt to resolve the problem. The student must initiate the appeals procedure with the instructor on or before the third Wednesday of the semester following the issuance of the grade in question (excluding J-terms summer terms).

For disputes regarding grades received from J-Term, the student must initiate the appeals procedure with the instructor on or before the third Wednesday of the Fall semester following the issuance of the grade in question.

#### **First Appeal:**

If, after discussing the grade with the instructor, the matter remains unresolved, the student must request a meeting at which the Chair of the Cowles Library Curriculum Committee, the instructor, and the student are present. The student must make this request to the Chair of the Cowles Library Curriculum Committee by the fifth Wednesday of the semester following issuance of the grade in question (excluding summer terms). The student shall be given the opportunity to explain his/her position and present relevant documentation to the Chair of the Cowles Library Curriculum Committee.

The Chair of the Cowles Library Curriculum Committee shall prepare a written summary of the issues, his or her findings of fact, and a proposed resolution to be presented to the student and the instructor.

In cases in which the Chair of the Cowles Library Curriculum Committee is the instructor, the Dean of Cowles Library will appoint a library faculty member with classroom teaching experience to serve in his or her place.

## Second Appeal:

If the proposed resolution of the Chair or the substitute appointed by the Dean of Cowles Library is not satisfactory to the student, he or she may appeal in writing to the Dean, who will refer the appeal to the Cowles Library Academic Integrity and Appeals Committee. All second appeals must be delivered to the Dean within ten (10) working days of presentation of the proposed resolution to the student and instructor. Absent a timely appeal by the student, the proposed resolution of the Chair or Dean becomes final.

Upon receipt of the appeal, the Dean of Cowles Library, in consultation with the Chair of the Library Faculty, will select four library faculty members to serve as the Cowles Library Academic Integrity and Appeals Committee. The Chair of the Cowles Library Curriculum Committee may not serve on this committee, but may be available for consultation.

### a. The Cowles Library Academic Integrity and Appeals Committee

Upon receipt of the appeal the Cowles Library Academic Integrity and Appeals Committee shall invite the instructor to submit a written response to the appeal.

The Cowles Library Academic Integrity and Appeals Committee may meet, alone or with some or all of the parties involved, (1) to familiarize itself with the relevant facts and review the instructor's written grading policy as stated in the syllabus and other relevant documents and (2) to decide if a formal hearing is necessary. Note: A formal hearing is not necessary unless there is at least one material disputed fact issue, the outcome of which depends upon the credibility of a witness.

If the Cowles Library Academic Integrity and Appeals Committee determines a hearing is not necessary, the Cowles Library Academic Integrity and Appeals Committee shall determine, by a preponderance of the evidence, whether the grading practice and/or grade under review is either (1) arbitrary and capricious or (2) unsupported by the relevant facts and academic standards. If either question is answered in the affirmative, the Cowles Library Academic Integrity and Appeals Committee shall recommend the appropriate change in grading practice and/or a particular grade. If not, the Cowles Library Academic Integrity and Appeals Committee shall recommend that the grading practice and/or grade remain unchanged. The Cowles Library Academic Integrity and Appeals Committee, having considered all appropriate information, shall submit to the Dean, in writing, its findings of fact and recommendations within three (3) working days of its decision.

If the Cowles Library Academic Integrity and Appeals Committee determines that a hearing is necessary, the Committee shall notify the student and the instructor in writing at least ten (10) working days prior to the hearing date. The notification shall include a summary of the facts, copies of any documents which may be relied upon by the Committee, a description of the hearing procedures, and the date, time, and location of the hearing.

b. Hearing Procedures.

Hearing procedures shall be similar to those outlined above (as in the A&S policy). The Cowles Library Academic Integrity and Appeals Committee's charge is to determine, by a preponderance of the evidence, whether the grading practice and/or grade under review is either (1) arbitrary and capricious or (2) unsupported by the relevant facts and academic standards. If either question is answered in the affirmative, the Cowles Library Academic Integrity and Appeals Committee shall recommend the appropriate change in grading practices and/or a particular grade. If not, the Cowles Library Academic Integrity and Appeals Committee shall recommend that the grading practice and/or grade remain unchanged. The Cowles Library Academic Integrity and Appeals Committee, having considered all appropriate information shall submit to the Dean, in writing, its findings of fact and recommendations within three (3) working days of its decision.

c. Final Decision.

The Dean of Cowles Library reviews the Academic Integrity and Appeals Committee's findings and recommendations and makes a final and un-appealable decision with regard to all matters pertaining to the appeal. The Dean shall provide a concise written decision to the members of the Academic Integrity and Appeals Committee, the student, and the instructor within three (3) working days of the Dean's decision.