

Subject: Grade Appeals (Graduate Students)

Policy Number: A5.90

Date: 8/26/11

Revised: 4/15/16

POLICY

This policy and the procedures herein shall not extend to matters of grading student work where the substance of a complaint is simply the student's disagreement with the grade or evaluation of his/her work. Such matters will be discussed by a student and his/her instructor; final authority shall remain with the instructor.

Students have the right to be graded in an equitable manner, free from arbitrary bias or capriciousness on the part of faculty members. The basis of a student grievance shall be a violation of Teaching Responsibility policies contained in the Faculty Manual (<http://www.sc.edu/policies/facman/columbiamanual.shtml>); or a violation of the policies on Protection of Freedom of Expression or Protection against Improper Disclosure (see [STAF 6.28](#)), as stated in [USC](#) Policies and Procedures.

Students who believe they have the right to grieve under this policy should, within 30 calendar days of receiving a grade, contact the SLIS Student Services Manager to review the appeals process.

PROCEDURE

1. Initiating an Appeal
 - a. Students must submit all appeals in writing to the SLIS Director.
 - b. The written appeal must clearly state the grievance as it relates to the documents listed above.
 - c. Students must initiate an appeal within 30 calendar days of notification of the grade or evaluation.
2. Appeal to the SLIS Director
 - a. The first level of appeal of a course grade is to the SLIS Director.
 - b. The Director may speak with the faculty member or the student regarding the appeal. The student and faculty member will receive notification of the Director's decision within ten working days of receiving the student's written appeal.
3. Final Appeal
 - a. If the Director's decision is not favorable to the student, students may appeal the decision via an Ad Hoc committee.
 - b. Students must contact the Director in writing within ten working days of the notification of the Director's decision requesting a committee be formed to review the appeal.

- c. The committee will be appointed by the Director to review the appeal and shall include the Student Services Manager and the Chair of the Student Services Committee, along with two additional SLIS faculty members.
- d. The Committee's decision will be final. The student and faculty member will receive notification of the Committee's decision within ten working days of receiving the student's second written appeal.