



the evaluation of his or her academic performance in a course, and a student is entitled to fair, equitable treatment in his or her academic relationships with members of the faculty. In most, if not all instances, the College expects any misunderstanding regarding grading will be resolved informally, either in writing or in discussions, between a student and an instructor. The following appeal process is only for final grades. This policy applies to cases where a final grade is an F as well as to cases where a final grade other than an F prohibits or precludes a student from progressing in a major or minor or from graduating. This does not imply that a student may appeal a final grade other than an F, WF, or U because it contributes to a cumulative or major GPA that falls below 2.00.

### **Informal Appeal Process**

A student who believes that he or she has a legitimate grievance that his or her coursework has been evaluated in a prejudicial or capricious manner in the calculation of his or her final failing grade should first make a request in writing to the faculty member involved to confirm that no computational or clerical error has been made. The student must make this request soon after notice of the grade has been given and not later than two weeks from the start of the following semester. The instructor must respond to the student in writing within two weeks of receipt of the request. Ideally, the student and faculty member should then meet to discuss the final grade in question. If the communication between the instructor and student results in the instructor requesting to change a grade, then the instructor must submit a petition to change the grade to the Associate Dean of Faculty for Academic Advising and the petition must be brought before the Committee on Academic Standing (CAS) for consideration. If the student is studying away from Skidmore College in the following semester, the request for an explanation still must be filed within two weeks from the start of that semester, but the informal appeals process will be deferred until the student returns to his or her studies on campus.

course work. If, after consultation with the faculty member (when possible) and after a review of the written evidence, the department chair or pr

**B. Faculty Handbook amendment: Part Two, III**  
**C . Grading**

**[Current Handbook language:]**

1. These policies are printed in the College Bulletin and may change only by vote of the Faculty.
2. Grades should be submitted to the Registrar according to a schedule set by the Registrar. Faculty members are asked to record grades on official forms, either paper or electronic, available from the Registrar.
3. If an instructor has made a computational or clerical error, he/she may request a change in the student's grade. No grade may be changed on the basis of re-examination or supplementary work. Petitions to change grades must originate with the faculty members concerned and be brought before the Committee on Academic Standing for consideration.

**[Proposed new Handbook language:]**

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2. Grades should be submitted to the Registrar according to a schedule set by the Registrar. Faculty members are asked to record grades on official forms, either paper or electronic, available from the Registrar.
3. If an instructor has made a computational error, he/she may request a change in the student's grade. No grade may be changed on the basis of ~~re-examination~~ re-testing or supplementary work. **Except in the circumstances outlined in the Grade Appeal Policy (Part Two, III, D),** petitions to change grades must originate with the faculty members concerned and be brought before the Committee on Academic Standing for consideration.

D. **Grade Appeal Policy** (text to be inserted following adoption of A above)

Current D and E to be relettered E and F

**C. College Catalog revision**

**[Current Catalog language:]**

**Grade Change**

All grades are considered final once they are submitted to the Office of the Registrar. An instructor may request a change in the student's grade only if the instructor has made a computational or clerical error (or if an academic integrity infraction requires a change in the course grade). No grade may be changed on the basis of reexamination, reevaluation, or supplementary work. Petitions to change grades must originate with the faculty members concerned and be brought before the Committee on Academic Standing for consideration.

**[Proposed new Catalog language:]**

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