**LSU Writing Program Grade Appeals Policy** (rev. 4/1/2019)

Students considering a grade appeal should first read “Grading System-Grading Policies” in the LSU General Catalog, especially the information about what is required in course syllabi. Only the final grade may be appealed; individual assignments are only examined in the context of the final grade. Per the LSU General Catalog, confidentiality shall be maintained, where applicable, in all appeal proceedings.

Important: Generally, disagreements about matters like missed classes or late papers are not considered unless they are carefully documented. The English Department also does not make a practice of taking other students’ or faculty members’ opinons of a paper’s grade over the instructor of record. Typically, only discrepancies in how the course was handled according to the syllabus are grounds for a grade appeal. You must save all papers, emails, and other relevant course-related documents.

**To File a Grade Appeal**

STEP ONE: As required by the LSU General Catalog, the appeal must be initiated within 30 calendar days after the first day of classes in the first regular semester following that in which the course was taken. You must first attempt to schedule an official conference with the teacher to discuss the issues involved. You should record the date and time of this meeting and/or request.

STEP TWO: If the differences between the faculty member and you cannot be resolved through the conference and you wish to proceed with the grade appeal, you should talk with a member of the English Department Administration in Allen 260 to get contact information for filing an appeal with the Grade Appeals Committee. You should prepare a formal, written petition for a grade change, which should be filed with the Grade Appeals Committee within the first 45 calendar days of the first regular semester following that in which the course was taken. This petition may be up to two single-spaced pages of justification. You should also include any relevant information or documents, such as a syllabus, assignment sheets, drafts, or any supporting documentation pertaining to your case. Grade Appeals can be simply emailed to the chair of the Grade Appeals Committee as an attachment or submitted in hardcopy to the labeled mailbox in Allen 260. The teacher will then be given a copy of the petition and may respond within 30 days.

STEP THREE: The Grade Appeals Committee will try to resolve the matter between you and the faculty member with a member of the Grade Appeals Committee serving as Mediator. All communication should run through the committee.

STEP FOUR: If the issues cannot be resolved, the Mediator will give all pertinent information from both you and the teacher to the Appeals Committee, which will then make a decision regarding your grade appeal. The Mediator will not vote on the disposition of the case but may report to the Appeals Committee.

STEP FIVE: The Appeals Committee’s decision will be forwarded to the Chair of the English Department, who within 7 calendar days of receiving the report, will make a final decision on the case. The Chair will notify you and the teacher of the final ruling by mail to the mailing address listed in the LSU directory or indicated on your appeal petition. All materials submitted by you for the grade appeal will be retained in case the appeal is carried on to a higher level since those materials will be requested by the college or the university.

STEP SIX: You are entitled to continue the appeal beyond the department to the Dean of the College of Arts and Sciences. See the LSU General Catalog for relevant information.