

**Emory College of Arts and Sciences
Department of Middle Eastern and South Asian Studies (MESAS)
Grade Appeal Procedure
Revised January 24, 2021**

Course instructors evaluate students' performance through careful consideration of information accumulated over the entire semester. It is the responsibility of students to fulfill their course's academic requirements according to the guidelines set out in the syllabus. Students have a right to receive a grade that is not in error and that is based on an evaluation procedure that is neither arbitrary nor capricious. Instructors have a right to establish standards for their courses and a responsibility to follow an evaluation procedure that is explained at the beginning of the semester and applied equally to all students.

Course instructors have expertise in the course topic and are best able to evaluate student performance and determine whether students have met expected standards in the course. In a grade appeal, the burden of proof is on the student to argue that the grade was factually in error or was unfair and does not reflect the student's actual level of performance for some other reason.

Procedure:

1. Appeals must be submitted to the MESAS Director of Undergraduate Studies initiated no later than February 1st regarding courses from the Fall semester, and June 30th for courses from the Spring semester.
2. First, the student should try to resolve the issue with the professor, bringing all relevant documentation.
3. If the matter is unresolved after this meeting, the student should submit a written grade appeal to the MESAS Director of Undergraduate Studies. This appeal should include the following:
 - A. Name of the instructor and the course.
 - B. A clear description of the student's claim. What is the specific grading decision that is being challenged?
 - C. An account of the student's efforts to resolve the matter and a report of the results of those efforts.
 - D. Description of the solution the student seeks.
 - E. Relevant documentation.

4. The DUS will present the grade appeal to the course instructor, and the instructor will provide a written response within 7 days.
5. The DUS will form a committee of three professors to deliberate on the issue and provide them with the written appeal and the written response. The members of the committee may, if they see it necessary or desirable, seek additional information from the student or the professor in question, in whatever form they deem appropriate. (If the professor named in the complaint happens to be the DUS, the Chair of the Department will form the committee.)
6. The committee will come to a verdict on the matter and issue a formal statement to the student, the professor involved, and the MESAS Department DUS. The decision will be taken within 30 days of receipt of the written complaint. The decision will be final.
7. If the committee determines that a grade change is necessary, the instructor will be responsible for changing the grade in OPUS to reflect the decision reached.