Policy for a Written Assignment Earning a Failing Grade

PURPOSE:
The policy is established to assure the application of consistent grading standards by faculty in the event a student earns a failing grade on a written assignment.

REVIEW:
All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

POLICY/PROCEDURE

1.0 Policy
If a student receives a grade of less than 80 (B) for a written assignment, the student, faculty member, or course facilitator may request another faculty member to conduct a second, independent, blinded evaluation of the assignment. The faculty member(s) selected to do a follow-up independent review will be a faculty currently teaching in the course, or who has recently taught in the course and is familiar with the assignments.

2.0 Procedure
1. Students seeking a second evaluation of a failing written assignment must make the request to the course facilitator within five (5) days of the graded assignment being returned to the student.
2. The second evaluation will use an unmarked copy of the assignment and unmarked set of grading criteria identical to the criteria used for the original grade.
3. The second review will be conducted before the assignment is returned to the student if it is requested by the faculty member or course facilitator.
4. After the second faculty member grades the assignment, the course facilitator and the two evaluators will review and discuss the scores and reconcile the assignment grade. If the two faculty graders cannot reach a consensus grade, the average of the two scores will be used as the assignment grade.