

## **L.C. Smith College of Engineering & Computer Science Guidelines for Course Grade Appeals**

The grade appeal procedure for LCS will comply with the guidelines presented in “Normal Practice for Course Grade Appeals”, as endorsed by the University Senate on 12/9/1998 [section 6.6.3 of General and Undergraduate Academic Rules and Regulations]. In Particular, the voting members of the panel shall be all tenured faculty members of the Committee on Academic Affairs (CAA) except for the dean (or his/her designee). Other members would be excluded from the panel if needed to conform to University rules. If there are not at least three tenured faculty members on the CAA, then each academic unit represented by an untenured faculty member will nominate a person to serve on the panel. Each nominee must be approved by a majority vote of the CAA. The undergraduate student and the graduate student members of the CAA will be nonvoting members of the panel.

The panel will conduct at least one meeting at which both parties to the grade dispute are expected to be present. Each party may question the other party about the issues in dispute.

**CAA Members:** Kevin Du, Karen Hiiemae, Jacques Lawalle, and Dawit Negussey

**Approved by LCS faculty, 16 April 1999.**