



REGULATION TITLE:

Undergraduate Grade Appeals

APPLIES TO:

Undergraduate Students and Faculty

ADMINISTRATIVE AUTHORITY:

Office of the Provost and Vice President of Academic & Student Affairs

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation implements academic policies by providing a fair, transparent, and sequential process for undergraduate students who believe their final course grade was assigned in error. It establishes the exclusive procedures for appealing a final grade while upholding the academic integrity of Kentucky State University (KSU). All parties are expected to adhere to the procedural guidelines and timelines outlined herein.

DEFINITIONS:

Academic Appeals Committee

A committee of five (5) individuals convened by the Provost to conduct the final review of a grade appeal.

Advisor

A person who serves in a support capacity for a student or instructor during a hearing. An advisor may not speak on behalf of the individual they are supporting or otherwise participate in the hearing.

Business Day

Any day that KSU is open for business.

PROCESS:

Grounds for an Appeal

A student may only appeal a final course grade. Appeals of grades on individual assignments are not permitted under this regulation. To be considered, a final grade appeal must be based on at least one of the following grounds:

- An alleged mathematical error was made in calculating the final grade.
- The method for determining the final grade conflicted with the grading policy stated in the course syllabus.
- There is substantial evidence that the final grade was based on factors other than the student's academic performance in the course.

Appeal Workflow and Timelines

Students are encouraged to first discuss any grade concerns with their instructor before initiating a formal appeal. If the concern is not resolved, the student may proceed with the following four-step process.

Step 1: Instructor-Level Appeal

- Within ten (10) business days of the final grade submission deadline, the student must submit a written appeal to the course instructor. The appeal must state the grounds for the appeal and provide supporting evidence.
- The instructor must provide a written decision, including a detailed rationale, to the student within five (5) business days of receiving the appeal.
- If the grade is amended, the instructor must initiate the grade change within three (3) business days. If the appeal is denied, the student may proceed to Step 2.

Step 2: Department Chair-Level Appeal

- Within five (5) business days of the instructor's decision, the student may appeal to the department Chair. The student must submit the original appeal and the instructor's written decision.
- The Chair must issue a written decision with detailed rationale to both the student and the instructor within five (5) business days of receipt.
- If the Chair recommends a grade change, the instructor must initiate it within three (3) business days. If the appeal is denied, the student may proceed to Step 3.

Step 3: College Dean-Level Appeal

- Within five (5) business days of the Chair's decision, the student may appeal to the Dean of the college. The student must submit the original appeal and the written decisions from the instructor and Chair.

- The Dean must issue a written decision with detailed rationale to the student, instructor, and Chair within five (5) business days of receipt.
- If the Dean recommends a grade change, the instructor must initiate it within three (3) business days. If the appeal is denied, the student may proceed to Step 4.

Step 4: Academic Appeals Committee (Final Appeal)

- **Initiation:** A student not satisfied with the Dean’s decision may submit a final written appeal to the Provost. The appeal must detail how it meets the grounds for an appeal and allege any procedural errors or unconsidered evidence from prior reviews.
- **Committee Formation:** Within five (5) business days of receiving the appeal, the Provost will convene an Academic Appeals Committee consisting of: one (1) Dean from outside the student’s college, two (2) faculty members from outside the student’s department, one (1) undergraduate student from within the student’s department, and one (1) undergraduate student from outside the student’s department.
- **Preliminary Review:** The Committee will review all documentation to determine if the appeal meets the requirements for a hearing. If a majority determines the appeal does not meet the requirements, it will be dismissed, and this decision is final.
- **Hearing Procedures:** If a hearing is granted, the Provost will schedule the hearing and notify all parties at least five (5) business days in advance. During the hearing, the student and instructor may present their cases and may each be accompanied by an advisor. No new evidence may be presented at the hearing.
- **Final Decision:** Following the hearing, the Committee will meet in a closed session to reach a majority vote decision. The Committee will issue a final written report to all parties. The decision of the Committee is final and binding. If a grade change is approved, the Provost will forward the change to the Office of the Registrar within two (2) business days.

REFERENCES AND RELATED MATERIALS:

- KSU Undergraduate Catalog

CONTACTS:

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Policy Questions	Provost	(502) 597-6238	Michael.Dailey@ksu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	June 2025	Zach Atwell