

## **Final Grade Appeals, Drake University Honors Program**

A student who wishes to challenge the grading practices of an instructor for an Honors course may appeal for a change of their final grade using the following guidelines and procedures.

### **Reasons for Appeal**

Students may appeal a final grade for one or more of the following reasons:

1. Procedural or clerical error by the instructor that had a negative impact on the student's
2. The grading being arbitrary, capricious or outside accepted norms with resultant negative  
*Possible examples: work is graded differently than stated in the rubric; final grades are calculated with a different method than stated on the syllabus, etc.*
3. The evaluation was of a different standard than that required of other students in the class, resulting in a negative impact on the student's grade. *Possible examples: some students were permitted to submit late work without penalty and others were not; extra credit opportunities were provided to some, but not all students, etc.*

If the student believes that the grade received is based upon discrimination, harassment, or related retaliation, as defined and prohibited by Drake policy, the student should initiate the complaint process set forth in the [Non-Discrimination and Discriminatory Harassment Policy \(Non-](#)

recommend a final resolution of the appeal based on the criteria listed above, and forward this to the Deputy Provost within five days. The Deputy Provost may choose to meet with the parties involved; in any case, the Deputy Provost will provide all parties with a final determination within 5 days of receipt of the recommendation from the Director of the Honors Program.

If the Director of the Honors Program *is* the instructor in the course for which the grade is being appealed, the process moves directly to a meeting of the student, the Director (as instructor), and the Deputy Provost. That meeting will occur within five days of it being requested; the Deputy Provost will provide a final determination within five days of that meeting.

Steps in FYS or INTD Appeal	Student Appeals to Instructor	Instructor Responds & Meeting Takes Place	Student Appeals to Director
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