

Procedure for filing an appeal to change a final grade to the Committee on Academic Standards (CAS).

After speaking with the class instructor and Chair of the department, a student with continued concern about their final grade should contact the Provost's Office and speak to the Associate Provost that works with CAS.

If a student chooses to file an appeal to change a final grade, the Associate Provost will present the appeal to CAS as a neutral party. The appeal package will contain the following documents:

1. The student's written statement that outlines the grade appeal. This statement should clearly articulate the reason(s) for the appeal and provide evidence to support the reasons for appeal.

In writing this statement the student should note that CAS will examine the appeal based on the ideas conveyed in the policy found in the course catalog, under the topic "Changes in Final Grades," <https://www.kenyon.edu/directories/offices-services/registrar/course-catalog-2/administrative-matters/grades-and-credit/>. The policy is excerpted here:

CAS will assess whether the "grade in a course has been improperly or inappropriately assigned."

"Situations in which CAS will approve such an appeal include but are not limited to those in which the grade: has been inaccurately calculated; was determined on the basis of rules that violate college policy; was the product of requirements not made known to the student; and/or is proven to be egregiously out of line with the course's own stated grading standards. In these and other instances of improper or inappropriate grading, CAS will ask the instructor to assign a new grade in consultation with the chair of the committee."

2. The syllabus for the class (and evaluation guide if that is not included with the syllabus.)
3. The student's grades from the professor's gradebook.
4. A statement from the professor in response to the student's grade appeal. Before CAS considers the appeal, the Associate Provost will share the appeal with the instructor and invite the instructor to respond.