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## DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

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<b>Procedure Number:</b>	<b>ISyE P 13.1</b>
<b>Subject:</b>	<b>Grading Appeal Procedure</b>
<b>Date Issued:</b>	<b>04/01/2004</b>
<b>Supersedes:</b>	<b>None</b>
<b>Written by:</b>	<b>IE Chair</b>
<b>Approved by:</b>	<b>IE Department Committee</b>
<b>Review/Approved Date:</b>	<b>03/26/2004</b>

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### **1. Purpose:**

The purpose of the following document is to define the steps to be followed in a case where a student wishes to appeal a grade given by a member of the IE Faculty or the IE Department in an Industrial Engineering course.

### **2. Scope:**

This procedure applies the IE Faculty, IE Department Chair, and to undergraduate and graduate students taking IE courses. It addresses the policies and procedural steps for requesting a grade appeal, establishing a fact-finding committee, presenting findings, and possible further appeals.

### **3. Related Procedures and Other Documentation:**

<u>Procedure No.</u>	<u>Description of Procedure</u>
None	

#### Other Documents

UW campus policy on academic misconduct (<http://www.wisc.edu/students/UWS14.htm>).

### **4. Procedure:**

4.1 In cases where a student wishes to appeal a grade given by a member of the IE faculty or the IE Department in an Industrial Engineering course, the student shall submit to the Department Chair in writing a request for Departmental review of the grade in question.

4.2 The IE Department Chair shall appoint an Appeals Committee of at least three members of the IE tenured faculty (not to include the faculty member whose grade is under appeal) whose job it will be to serve as a fact-finding body.

**NOTE 1:** In a case where the instructor whose grade is being challenged is the IE Department Chair, the Associate Department Chair shall appoint the Appeals Committee.

4.3 The Committee shall solicit information from the student and the faculty member in question as well as other sources deemed appropriate.

**NOTE 2:** In a case where the grade dispute involves student academic misconduct, the campus policy on academic misconduct (<http://www.wisc.edu/students/UWS14.htm>) shall be followed.

4.4 At the conclusion of the fact-finding process the Committee shall present their findings regarding the

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fairness and appropriateness of the grade in question to the IE Department Chair, the faculty member whose grading is questioned, and the student who submitted the appeal.

- 4.5 If, following the submission of these findings, the student and the IE Faculty member cannot reach a solution to the problem satisfactory to both parties, then the student should then submit an appeal directly to the Assistant Dean, Academic Affairs in the College of Engineering.

**NOTE 3:** The student submitting the appeal should understand that the process detailed herein constitutes a departmental review of the appropriateness of the grade in question. There is nothing in the process that makes it inappropriate for the Committee to recommend reductions in the grade. It should also be understood that the process outlined herein is purely advisory. The ultimate authority at the Departmental level regarding matters of course grading resides with the instructor charged with the responsibility for the course.

**End of Procedure**