The University of Oklahoma  
Gallogly College of Engineering

Academic Grade Appeal Procedures and Board Policies

The Gallogly College of Engineering (GCoE) has established an Academic Appeals Panel consisting of at least two faculty members and four undergraduate students from each school and program. If a hearing is to be held, an Academic Appeals Board is chosen from the panel by the Dean. The Board consists of two faculty members and two students, none of whom may be from the student’s or faculty member’s school or department.

General University procedures concerning Academic Appeals can be found under the Academic Appeals Policy of the Student Code. Procedures specific to the GCoE, intended to supplement but not supersede the University policy are:

1. A student must contact his/her instructor to see if the differences can be resolved. For FINAL GRADES, the student MUST contact his/her instructor no later than February 15 for the previous fall semester or winter intersession and no later than September 15 for the previous spring semester, spring intersession or summer session. In the case of grades made known to the student during the term, the student must notify his/her instructor of a dispute over a grade no later than 15 calendar days (excluding Saturdays, Sundays and University holidays from classes) after the results of the grade is made known to the student.

2. If the instructor is unavailable or if the student is unsuccessful in his/her attempt to resolve the differences with the instructor, he/she must contact the director of the school in which the class is taught.

3. After the student has sought to resolve the differences with both the instructor and the director of the school and still wishes to appeal, he/she must submit, in writing, an appeal letter to Dean Thomas Landers of the Gallogly College of Engineering. In this letter, the student will need to state why he/she is appealing this grade and give all necessary documentation.

4. Once Dean Landers receives the student’s letter, he will then ask the instructor for his/her position statement regarding the student’s appeal. Meanwhile, he will set up a Board to hear the student’s appeal. The Board will meet to review the appeal and decide if there is enough evidence to warrant a hearing. After the Board meets the student will be notified, in writing, of the decision and, if warranted, a hearing will be held.

5. The burdens of proof rests with the student to establish that the evaluation was prejudiced, capricious, or resulted from the instructor’s inability to communicate in the English language.

6. The board is charged with upholding the instructor’s grade or recommending a new grade. Ordinarily the board should not require other remedial steps such as additional or substitute assignments.

7. If, after receiving the notice from the Board of its final decision, the student is still not satisfied with the outcome of the Board’s decision, he/she has the right to appeal to the Gallogly College of Engineering’s Executive Committee. If the student wishes to appeal to the Executive Committee, he/she must do so within 10 days (excluding Saturday, Sundays and University holidays from classes) after being notified of the Committee’s decision.