

Student Complaints Concerning Grades

Academic evaluation is a responsibility entrusted by the Board of Trustees to the faculty. However, should any student believe that their work has been evaluated by an instructor in a manner that violates a published academic policy or procedure either in the catalog or the professor's own syllabus on an individual assignment or a final grade, an appeal may be made.

In most cases, students should first make the appeal to the instructor who then should try to resolve the problem in whatever manner they think appropriate to the situation. The faculty member should take the complaint seriously and try to ameliorate the problem in a way that is consistent with the standards of the profession. However, if the student does not agree with that resolution, a complaint may be initiated with the Vice President of Academic Affairs and Academic Dean within 21 days of receiving the grade report. Whether the complaint is made in writing or orally, the Vice President of Academic Affairs and Academic Dean will discuss the complaint with the professor and ascertain what additional facts are available. The Academic Dean will then take whatever action deemed appropriate and issue a written decision. This decision may be appealed to the Committee on Academic Degrees.

Please note: a written statement of the complaint is always more helpful in the investigatory process. It should include documentary evidence that policies were violated in the evaluation process. In the event a grievance is against the Vice President of Academic Affairs and Academic Dean or the President, the grievance shall be lodged with the Chair of the Rank and Tenure Committee of the Faculty Senate. In all cases of major unresolved complaints, students may contact the State Regents:

<https://www.okhighered.org/current-college-students/complaints.shtml>