



Outlook

UGSC Agenda Item

From Joseph Gorzkowski <jgorzkow@illinoistech.edu>

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To Kathiravan Krishnamurthy <kkrishn2@illinoistech.edu>; Fred Weening <fweening@illinoistech.edu>

Cc Khalilah Guyton-Hamlin <kguytonhamlin@illinoistech.edu>

Hi Kathir and Fred,

Can you please add me and Khalilah to the agenda for the next UGSC meeting? We want to propose a policy for a limit on how late Grade Appeals can be requested:

Current Policy: Students who want to appeal a letter grade assigned in a course should first confer directly with the course instructor. If the student and instructor cannot come to an agreement, the student should contact the chair of the instructor's department. If necessary, the student can appeal to the dean of the instructor's college. If a grade dispute is not resolved through this process, the decision of the Vice Provost for Academic Affairs shall be final, upon review of the matter.

<https://catalog.iit.edu/graduate/academic-policies-procedures/grades-transcripts/> and <https://catalog.iit.edu/undergraduate/academic-policies-procedures/grades-and-transcripts/grade-appeal/>

Reasoning for Proposed Change: There is currently no deadline for which students can request a change of grade. We saw an appeal recently from a course completed 22 years ago. After a discussion between the Office of the Registrar and Academic Affairs, we agreed that there should be a deadline for which students can appeal for a grade change. The most logical deadline is the Incomplete Grades Due deadline, which is typically 6 weeks into the following semester. We are aware that some instructors will hold off on entering grades for 691 Research courses until the student's final semester, so that course will be allowed an exception. Below is the proposed policy, with the update highlighted in yellow.

Proposed Policy: Students who want to appeal a letter grade assigned in a course should first confer directly with the course instructor. If the student and instructor cannot come to an agreement, the student should contact the chair of the instructor's department. If necessary, the student can appeal to the dean of the instructor's college. If a grade dispute is not resolved through this process, the decision of the Vice Provost for Academic Affairs shall be final, upon review of the matter. Requests for a grade appeal must be submitted to the instructor by the "Incomplete Grades Due" deadline as published in the Academic Calendar. For example, a student who wishes to appeal a grade from a Fall semester has until the "Incomplete Grades Due" deadline in the next consecutive Spring semester, as published in the Academic Calendar. Exceptions will be made for students in 691 courses who have an R grade, as instructors may wait until the student completes all of their research before submitting a grade change.

Example: If a student wants to appeal for a grade change from a course completed in the Fall 2025 semester, they will have until February 23, 2026 to begin the process. February 23, 2026 is the Fall

Incomplete Grades Due deadline on the Academic Calendar:

<https://www.iit.edu/registrar/academic-calendar>

Thanks,
Joe

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