

GRADE APPEALS ON CSB/SJU SEMESTER-LONG STUDY ABROAD PROGRAMS

Students who participate on CSB/SJU semester-long study abroad programs will be evaluated using educational expectations similar to the academic expectations found at CSB/SJU. However, just as it is on campus, each education abroad professor may have different expectations and methods of evaluation. Classes abroad are taught by a variety of professors from different academic systems. CSB/SJU students participating on a study abroad program need to pay attention to the assessments and know how the final grade will be determined. When in doubt, it is best to clarify during the semester.

Students have the right to appeal their final grade if they believe that they were not evaluated accurately and according to the standards put forth by the professor in their syllabus or through other instructions. Being unsatisfied with your final grade is not grounds for an appeal, but rather you must demonstrate a reason as to why the grade should be different.

The standard language for grade appeals from the CSB/SJU Academic Catalog can be found at <http://www.csbsju.edu/Academics/Academic-Catalogs/2011-2012-Catalog/Academic-Policies-and-Regulations/Rights/Student-Right-Of-Appeal.htm>. This document provides information as to how the process applies to a student on a CSB/SJU sponsored semester-long study abroad program.

PROCESS OF APPEAL

1. Contact the faculty member directly to inquire about the grade in question and ask for clarification as to how the final grade was determined. In this communication it is important to clearly explain your reasons for appealing or questioning the final grade. The goal of this conversation is to clarify how the final grade was determined and to provide you with additional information.
2. If, after these conversations, you still feel that you were judged unfairly, the second step is to appeal to the Director of the Center for Global Education via email. The appeals process will be coordinated through Assistant Directors in CGE, with the Director of Center for Global Education serving as the Department Chair. All study abroad grade appeals should be submitted to Nicole Clements at nclements@csbsju.edu or Joy Ruis at joyruis@csbsju.edu.
3. In this email, you should document the experience in the course in question and describe in detail:
 - a. Information about the work that was completed;
 - b. Why you are making the appeal. Be sure to include specific details and reasons for your appeal. It is your responsibility to outline where you were judged

inaccurately or to prove that the methodology for grading was not appropriate.
In this regard it is important to provide evidence or facts to support your appeal;

- c. The steps you have already taken in your attempts to resolve this.

In this email, it is important to also attach:

- a. Copies of any prior correspondence with the on-site faculty member;
 - b. Documentation from the course which may include the syllabus, course description/outline, your reports or papers, journals, etc.;
 - c. Information from the CSB/SJU Faculty Director if they have been involved in the process;
 - d. Additional supporting documentation as appropriate.
4. The appeal will be reviewed by the Director of CGE, in consultation with the Assistant Dean / Director of Academic Advising. In this review, the following persons may also be consulted:
 - a. The student
 - b. The on-site faculty member in question
 - c. On-site administrative support
 - d. CSB/SJU Faculty Director
 - e. CGE Assistant Director
 - f. Others as appropriate
 5. After careful review, the student will be notified by the Director of CGE as to the outcome of the appeal and any necessary changes will be made with the Registrar's Office.
 6. If necessary, a final level of appeal can be made to the Academic Dean.