

GRADE APPEAL POLICY/PROCEDURE AND TRAINING

1. The University will develop a plan (Grade Appeal Revision Plan) that must address the following components to ensure prompt and equitable investigations of grade appeals specifically alleging unlawful discrimination with respect to grading:
 - (a) an explanation of how to file a grade appeal, including where and in what manner such appeals can be filed;
 - (b) definitions and examples of actions that may constitute unlawful discrimination in the context of a grading;
 - (c) provide for the adequate, reliable and impartial investigation , including the opportunity for all parties involved to present witnesses and other evidence;
 - (d) set time frames for major stages of the grade appeal process;
 - (e) provide written notification to the parties of the outcome, including a summary of the investigative findings and the rationale for the outcome;
 - (f) an assurance that the University will keep the grade appeal and investigation confidential to the extent possible;
 - (g) an assurance that the University will take steps to prevent the recurrence of any discrimination and to remedy the discriminatory effects of and prevent the recurrence of discrimination of which it has notice, with examples of the types of remedies available; and
 - (h) a statement that retaliation is prohibited against any individual who files or participates in a grade appeal investigation involving unlawful discrimination.

The University may not require students to participate in an informal complaint resolution process offered by the University before they are allowed to file a grade appeal. This does not prohibit the University from offering and providing students a voluntary, informal resolution process.

REPORTING REQUIREMENT: The University will submit the Grade Appeal Revision Plan to OCR for review and approval, which meets or exceeds the requirements set forth in item 1 of this Agreement.

2. The University shall implement the OCR- approved Grade Appeal Revision Plan components and provide all faculty and students with written notice of the implementation.

REPORTING REQUIREMENT: Within 60 calendar days of publishing and/or disseminating the revised grade appeal policy and / or procedures, the University will provide OCR with documentation showing it has complied with item 2 of this Agreement. The University may submit hard copies of student handbooks, university policies, or links to the information if available on the University's website.

3. During 2014-15, 2015-16, 2016-17 school years and for any grade appeal that includes an allegation of unlawful discrimination, the University will provide training regarding the revised grade appeal policy to those University administrators, faculty and/or staff assigned the responsibility to hear or review the specific grade appeal that includes a timely allegation of unlawful discrimination.

REPORTING REQUIREMENT: By July 31 of 2015, 2016 and 2017, the University will provide OCR documentation showing the number of grade appeals that included a timely allegation of unlawful discrimination and the completion of training for each such grade appeal. The documentation must identify the following:

- (a) the date(s), time(s) and location(s) of the training;
- (b) the topics addressed at the training(s) (the University may provide OCR an outline of the training and a copy of the materials disseminated at the training);
- (c) the name(s), title(s), and credentials of the individual(s) who conducted the training; and
- (d) the name, title, and work location of each University employee who attended the training