

Wyant College of Optical Sciences

Written Qualifying Exam Grading Appeal Process

In the event a student fails one or more subjects on the written qualifying exam, he or she may submit an appeal to have a single question re-graded if there is reason to believe that the question was graded incorrectly. The student should feel free to consult with the Associate Dean for Graduate Academic Affairs regarding general exam grading procedures or regarding concerns over the grades that the student received for their answers. In exceptional circumstances a second question may be submitted for re-grading only with prior permission of the Associate Dean for Graduate Academic Affairs.

The grade appeal must include the following documentation:

- 1) **Student Letter:** The letter should indicate the portion(s) of the question that the student wishes to appeal, along with an explanation of why the student thinks a re-grade is necessary.
- 2) **Exam Copy:** A scan of the graded exam question should be included. This copy may include additional markups or notes in support of the appeal.

The appeal should be directed by email to the Graduate Advisor within one week following the student's receipt of a copy of their graded exam. The appeal will be reviewed by the Associate Dean for Graduate Academic Affairs and members of the Graduate Exams Committee. Please note that the question under appeal may be reevaluated in full, and a net loss of points is therefore possible.

The student must not discuss their concerns directly with the exam graders, exam committee members, or general faculty members. The right to an appeal will be forfeited if the student makes any attempt to discuss their answers or their grades on a question directly with the question writers or graders for that question. The student may seek faculty member advice from the Associate Dean for Graduate Academic Affairs, but should not solicit advice or feedback regarding re-grading possibilities or appeals from other faculty members.

The outcome of the appeal – whether or not to send a question to a grader for a re-grade – will be decided by members of the Graduate Exams Committee. If the advisor of a student filing an appeal is a committee member, the advisor shall not be involved in the appeal process and will be recused from appeal discussions involving the student.

If an appeal is approved, it does not guarantee that the student will receive a pass for the subject area. If the student's score on a question changes, overall scores will be recalculated to determine a new pass/fail outcome for that subject. The Graduate Advisor will notify the student of the appeal results, and of the re-grading and revised pass/fail results if the appeal is approved.

A second appeal is not permitted (i.e. a student may not “appeal” the appeal). All appeal decisions are final.