

Provo City School District
Policy Series 4000: Curriculum, Instruction, Assessment



4420 P3

Grading and Progress Reports: Appeal of a Course Grade

It is the teacher's prerogative to evaluate student work and assign grades in accordance with the criteria noted in Board Policy 4420. Parents and students, however, may appeal a teacher's grade under certain circumstances. Grounds to appeal a final grade include: a) the application of nonacademic criteria in the grading process, b) evaluation of student work by criteria not directly reflective of student performance in the course, c) a miscalculation of the grade according to information contained in the course syllabus or other course information, or d) a violation of school/district policy. In those instances where a student disputes the final grade assigned, the following steps may be taken to appeal the grade in question through the teacher and school administration.

Grades on Class Assignments

Disputes over coursework grades should be addressed informally between the student and the teacher. If the student and teacher cannot reach a mutually agreeable resolution, the matter should be referred to the Assistant Principal.

Final Course Grades: Appeal Sequence

First Step – Teacher

The student must first contact the teacher to discuss the grade and determine whether or not a change in grade will be made. The teacher has the right to ask the student for additional materials, as needed, to make a decision on the appeal. If the teacher denies the appeal, the student can then move to the next step of the appeals process.

Second Step – Assistant Principal

If the teacher rejects the appeal, the student then has the option of bringing the appeal to the Assistant Principal. The appeal may be done in person or in writing and may require the submission of additional information, all at the discretion of the Assistant Principal. If the Assistant Principal decides to reject the appeal, the student then has the option of appealing to the Principal.

Third Step – Principal

Students wishing to appeal to the Principal will be required to complete the attached form and attach supporting documentation, as listed on the form. All documents should be submitted in hard copy to the main office. The Principal will review the documents and may contact the student or teacher to obtain additional information. Once the review is completed, the Principal

will notify the student of the decision. If the principal does not settle the appeal, the parent may then appeal to the Executive Director of Teaching and Learning within 15 calendar days. The decision of the Executive Director of Teaching and Learning is final in these matters. The school will retain all paperwork as well as the Principal's written final decision for one calendar year at the school site.

Approved: May 1, 2017