



Student Rights Committee

Registrar's Office

The Student Rights Committee is made up of students, faculty, and administrators. Their goal is to determine the most appropriate action to be taken when students appeal a grade. In order to best accomplish this, the Committee follows the specific guidelines and processes outlined below.

Procedures to be followed by the Committee and participants:

No member of the Committee who has a personal interest in the particular case may sit in judgment during the proceedings.

Students are asked to submit their appeal and supporting documents in writing.

The Committee's decision is final and cannot be appealed to other individuals or committees on campus. The Committee will notify the student of their decision, in writing, within 1-2 days of the hearing.

In cases where a student is appealing for a higher grade than was originally awarded, a more formal appeal procedure is enacted:

- The Committee shall allow an initial presentation by the student and then by the instructor involved (if necessary), after which it may call such other witnesses as it deems necessary.
- Both the student and the instructor shall have the right to be present during the presentation of any testimony before the Committee.
- The student shall be given every reasonable opportunity to present his/her case, time permitting.
- The student, instructor, and the Committee each shall have the right to be assisted during committee proceedings by an advisor or other counsel who may observe the proceedings and advise his/her party.
- Committee hearings shall be closed to all but the parties involved.

REMEMBER THE BURDEN OF PROOF IS ON YOU. *The more clear, complete, and specific you can be, the less chance of misunderstanding and the better Committee members can perform their task. Therefore, you should be able to address some basic questions—if applicable—in your initial letter to the Committee.*

General information to be provided in all appeals:

1. What specifically are you asking to be done?
2. Why do you feel this would be appropriate?
3. If more than one semester has passed since the grade(s) occurred, why did you wait to appeal them until now?
4. It is important to include documentation whenever possible to support your points. A good example is a letter from your physician in the case of a serious illness. The Committee tends to give more weight to evidence that is documented.

Additional information to be provided when requesting a late withdrawal:

1. Why did you not drop the class on or before the drop date?
2. In case of illness or other serious problems, why did you not pursue the hardship drop option before the end of the semester?
3. If you ask for only some classes in a semester to be considered and not others, why are you leaving the others out?
4. If you wish to withdraw from classes in more than one semester, indicate why this is necessary.

Additional information to be provided when appealing for a higher grade:

Documentation, evidence, and due process become even more critical when requesting a grade change. In addition to providing the general information required in all appeals, make sure you have taken all the steps outlined in the Grade Appeals Process to resolve the issue first. Have you:

1. Talked to the instructor or chair of the department? Have you provided documentation of his/her response?
2. Met with the Assistant Vice President of Academic Affairs? Have you provided documentation the response?
3. Documented your case with supporting evidence such as a course syllabus, grade information, etc.?
4. Prepared yourself to present your case and to answer questions from the Committee?

This page must be completed and attached to your formal written request to the Student Rights Committee

Name _____ Student ID / Last 4 SSN _____

Address _____ City _____ State _____ Zip _____

Phone Number (_____) _____ MSU Email Address _____

Student Signature _____ Date _____

Course _____ Term enrolled _____ Instructor _____

Yes, I support the student's request No, I do not support the student's request

Instructor signature _____

Instructor comments: _____

Course _____ Term enrolled _____ Instructor _____

Yes, I support the student's request No, I do not support the student's request

Instructor signature _____

Instructor comments: _____

Course _____ Term enrolled _____ Instructor _____

Yes, I support the student's request No, I do not support the student's request

Instructor signature _____

Instructor comments: _____

Course _____ Term enrolled _____ Instructor _____

Yes, I support the student's request No, I do not support the student's request

Instructor signature _____

Instructor comments: _____

**Return materials to: MSU Registrar's Office, 500 University Ave W,
Minot, ND 58707**