

The departmental grievance policy is the preferred method for grievance resolution, but additional grievance resolution mechanisms are available for **Rackham** students; see <https://rackham.umich.edu/policy/section9/>.

The following policy is based on the University of Michigan's LSA Grade Grievance Policy: <https://lsa.umich.edu/lsa/academics/lsa-academic-policies/your-academic-record/grade-grievance.html>.

Grade Grievance Procedure for Molecular and Integrative Physiology Courses

Individual instructors in the Department of Molecular and Integrative Physiology (MIP) are expected to develop and adhere to fair grading rubrics that are applied consistently to all students in a course. Students may inquire about a grade and, if necessary, initiate a grade grievance if they think the grade was unfairly assigned.

Written Explanation and Consultation with Instructor

The student should first provide the instructor with a written document that identifies the issue in dispute and outlines the pertinent facts. The student must request a consultation with the instructor within the first week following receipt of the grade in question. If, after this inquiry, the student is not satisfied with the instructor's response, the student should confer with the course director(s) within one week of the instructor consultation. If the course instructor is the same as the course director, or if the course director's response is not satisfactory, then the student may choose to initiate a formal grade grievance. To initiate a formal grade grievance, the student should contact the MIP Teaching Committee Chair (if the student is an undergraduate or student in a non-MIP program), Director(s) of the M.S. Program (if the student is an MIP Master's student), or the Graduate Program Chair (if the student is an MIP Ph.D. student).

Formal Complaint to the MIP Teaching Committee Chair/Director(s) of the Program/Graduate Program Chair

To initiate the formal grade grievance process, the student must convey in writing the basis for the complaint, with specific evidence in support of the argument that the grade either was given in error or was unfairly determined. This formal complaint should also summarize the outcome of the initial inquiry to the course instructor, indicating what aspects are in dispute. Upon receipt of the written complaint, the Program Director/Chair will ask the instructor to provide a written summary restating how the grade was determined and to respond to the specific claims made by the student.

After receiving this information from both the student and the instructor, the Program Director/Chair will then determine if sufficient evidence exists to convene a Grade Grievance Committee. If the Program Director/Chair determines that there is insufficient evidence for the grade grievance, the matter is considered closed, and the original grade stands.

Grade Grievance Committee Meeting

If the Program Director/Chair determines that the grade grievance should proceed, a Grade Grievance Committee consisting of three members of the MIP Teaching Committee will convene.

If the Grade Grievance Committee decides that a grade change is not warranted, the Program Director/Chair will convey this in writing to the student and the instructor. The original grade will stand and the matter is considered closed.

If the committee recommends a grade change, the Program Director/Chair will communicate that decision directly to the instructor. The instructor will then be asked to respond in writing indicating whether or not they will abide by the Grade Grievance Committee's recommendation. If the instructor agrees to a grade change, the Program Director/Chair will in writing inform the student of the instructor's decision and the student's grade will be changed. The matter is considered closed.

If an instructor does not accept the Grade Grievance Committee's recommendation to change the final grade, the original grade will stand. By departmental policy, a final course grade rests solely with the instructor and, as such, a course grade cannot be changed without the instructor's consent. When this occurs, the Program Director/Chair will convey in writing this decision to the student. The matter is considered closed.

There is no appeal beyond the Department for non-Rackham students.