

Student Grade Disputes

Department of English and Philosophy

Students at Idaho State University have the right to dispute a grade. Before bringing a dispute to the Department Chair, the student must consult with the instructor regarding the grade. If the student is not satisfied with the results of that consultation, the student may present the dispute to the Department Chair. Disputes must be presented in writing (i.e. hard copy) or via email (not just orally). Disputes may be submitted at the department office, LA262, or mailed to Stop 8056, Campus Mail. Email entries must be complete to be reviewed and are to be sent to english@isu.edu.

A grade dispute must include the following:

1. Name of student
2. Student's Bengal number
3. Student's contact information: e-mail, telephone number, and/or mailing address
4. Number, section number, and name of course in which the grade was assigned (Example: ENGL1102-04, English Composition)
5. Full name (both first and last names) of instructor
6. Grade assigned
7. Student's reasons for disputing the grade. Reasons must be explained fully in a few paragraphs. Any relevant materials may be included, such as copies of assignment sheets and graded assignments bearing instructor comments.
8. Date(s) on which the student consulted the instructor regarding the grade
9. Results of the consultation with the instructor

The Department Chair will contact the student in response to the grade dispute with a decision, usually within two weeks of receipt of a fully-documented dispute. A student who is not satisfied with the chair's decision may take the dispute to the Dean, College of Arts and Letters, ISU Campus Mail Stop 8087, Phone (208) 282-3204, artsletters@isu.edu.