

College Grade Appeal Procedure

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It is the instructor's prerogative to evaluate student work and assign grades in accordance with his or her academic and professional judgement. Grounds to appeal a final grade include the following.

- The application of nonacademic criteria in the grading process: race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status
- Sexual harassment or discrimination
- Evaluation of student work by criteria not directly related to course requirements
- A miscalculation of the grade according to information contained on the course syllabus or other posted or distributed information

Note: These policy guidelines do not apply to allegations of academic dishonesty. Academic dishonesty matters should be addressed under the Student Code of Conduct.

Coursework Grades

Disputes over grades should first be addressed informally between the student and the course instructor. If the student and instructor cannot reach a mutually agreeable resolution, the student can formally appeal the final course grade.

If a student seeks to formally appeal a final course grade, the following steps need to be taken.

Final Grade Appeal – for Undergraduate and Graduate Students

1. The student must initiate any final grade appeal in writing, including any supporting documentation, within thirty (30) days following official notification of grades for the term. The appeal is to be addressed to the course instructor. The instructor is to respond within ten (10) days of receiving the appeal.
2. If the student is not satisfied with the response or receives no response from the instructor, the student has ten (10) days to submit a written appeal directed to the Department Chair.
3. The student will be notified of the Department's decision within thirty (30) days of receiving the appeal. Appropriate departmental committees may be consulted for advice in grade appeals and the instructor will be invited to reply to the issues raised by the student. In all cases, appeals at the Department level will result in a written response that is sent to the student and to the instructor.
4. If the student is not satisfied with the response from the Department level, the student may, within ten (10) days of receiving the Department decision, submit a written appeal directed to the Dean of the College and copy it to the Department Chair. This written appeal is to contain a copy of the written appeal that was directed to the Department Chair and a statement explaining the student's dissatisfaction with the Department level response. The College will provide a decision within thirty (30) days of receipt of the student's appeal.
5. If the student wishes to continue the final grade appeal, the student may request a formal review by the Provost's office within thirty (30) days of the date of the College's response. Such requests are subject to the university's Academic Appeal Procedure (found under "Academic Regulations" in the respective Undergraduate or Graduate Bulletin). The appeal to the Provost's office must be submitted in writing, with a copy sent to the Dean of the College.

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6. Any meetings held in relation to the appeal shall provide parties the opportunity to present additional information orally or in writing. No additional persons should be permitted at such meetings without advance approval by the Chair or Dean, as appropriate.
7. Students/faculty may contact the Ombudsperson at any time for assistance with any problem associated with a grade decision or grade appeal.