



## **Student Grade Appeals/ Procedure**

While it was recognized that faculty hold the right and responsibility to grant a grade, a student who receives a grade that he or she believes to be unwarranted may appeal the grade by engaging in the following process:

1. Within the first three weeks of the start of the following full semester (fall or spring) in which the grade is received, \* the student shall have informally appealed the grade to the instructor. If no resolution of the matter results to the student's satisfaction, the student may initiate the following formal appeal process.
2. The student shall request in writing a meeting with the respective department chairperson concerning the grade question.
3. The chair shall report to the student on the resolution of the appeal within two weeks of that meeting.
4. If the issue is not resolved to the student's satisfaction, the student has one week to appeal in writing to the dean of the college in which the course is taught.
5. The dean shall review the entire matter with the student, the faculty member and/or the chairperson involved.
6. If the dean feels there is no basis for the grade change, that determination is final and should be conveyed to the student in writing within two weeks of receipt of the student's appeal.
7. If the dean believes that an erroneous grade exists, the dean shall attempt to resolve the issue with the instructor. If, however, resolution is not achieved the dean shall refer the case to the College Ad Hoc Grade Appeal Committee.
8. The committee is expected to convene within two weeks after receipt of the dean's referral.
9. Each College Ad Hoc Grade Appeal Committee shall consist of three faculty and one alternate selected by the college dean and a professional staff person selected by the dean of students. Whenever possible, two of the faculty shall belong to the department or discipline of the instructor whose grading is in question.
10. The committee shall have the authority to recommend an appropriate course of action to the dean, who shall have the authority to implement the recommendation. The recommendation shall be conveyed to all parties involved, in writing.