

## College Grade Appeal Procedure

It is the instructor's prerogative to evaluate student work and assign grades in accordance with his or her academic and professional judgment. Grounds to appeal a final grade include: (a) the application of nonacademic criteria in the grading process, (b) sexual harassment, (c) evaluation of student work by criteria not directly reflective of performance relative to course requirements, or (d) a miscalculation of the grade according to information contained in the course syllabus or other posted or distributed course information. In those instances where a student disputes the final grade assigned, the following steps should be taken to appeal the grade in question.

### *Coursework Grades*

Disputes over coursework grades should be addressed informally between the student and the course instructor. If the student and instructor cannot reach a mutually agreeable resolution, the matter should be referred to the Department Chair, who will initiate appropriate departmental procedures for resolution.

### *Final Grades—Undergraduate Students*

1. An appeal of a final grade must be initiated within thirty (30) days of the scheduled final examination for the course. The final authority for the scheduled examination shall be the *Schedule of Classes*, published by the Office of the Registrar.
2. A final grade appeal must be initiated by the student, who must notify the course instructor of his or her intent to appeal.
3. If the student and course instructor cannot reach a mutually agreeable resolution, a written appeal must be submitted to the Department Chair. The Department Chair shall review the appeal, and the course instructor shall be invited to reply to the student's appeal in writing. The Department Chair may consult with the appropriate departmental committee for advice in grade appeals. In all cases, appeals to the Chair will result in a written response that is sent to the student's permanent address and to the course instructor.
4. If the student wishes to continue the grade appeal, a written appeal must be submitted to the Dean of the College. The Dean will acknowledge receipt of the student's appeal in writing within ten (10) working days. Oral or email submissions will not be accepted for appeals to the College Dean's Office.
5. Following the Dean's final response, a student may request a formal review by the Provost. Such requests are subject to the University Academic Appeal Procedure (see the *Undergraduate Bulletin*, 2005–7, p. 46) and must be submitted in writing, with a copy sent to the Dean of the College, within thirty (30) calendar days of the postmark on the Dean's final determination.

*Final Grades—Graduate Students*

1. An appeal of a final grade must be initiated within thirty (30) days of the scheduled final examination for the course. The final authority for the scheduled examination shall be the *Schedule of Classes*, published by the Office of the Registrar.
2. A final grade appeal must be initiated by the student, who must notify the course instructor of his or her intent to appeal.
3. If the student and course instructor cannot reach a mutually agreeable resolution, the dispute may be appealed to the Graduate Officer for the Department or Program. Appeals to the Graduate Officer will result in a written response that is sent to the student's permanent address and to the course instructor.
4. If the student wishes to continue the grade appeal, a written appeal must be submitted to the Department Chair. The Department Chair shall review the appeal, and the course instructor shall be invited to reply to the student's appeal in writing. The Department Chair may consult with the appropriate departmental committee for advice in grade appeals. In all cases, appeals to the Chair will result in a written response that is sent to the student's permanent address, the Graduate Officer, and the course instructor.
5. If the student wishes to continue the grade appeal, a written appeal must be submitted to the Dean of the College. The Dean will acknowledge receipt of the student's appeal in writing within ten (10) working days. Oral or email submissions will not be accepted for appeals to the College Dean's Office.
6. Following the Dean's final response, a student may request a formal review by the Provost. Such requests are subject to the University Academic Appeal Procedure (see the *Graduate Bulletin*, 2004–6, pp. 28) and must be submitted in writing, with a copy sent to the Dean of the College, within thirty (30) calendar days of the postmark on the Dean's final determination.