Procedures for Handling Final Grade and Academic Dishonesty Appeals

The procedure detailed below should be followed for appeal of final grades and allegations of academic dishonesty.

Instructor Conference
The student shall first request a conference with the instructor, explain the reason for the appeal, and seek a resolution. For fall semester grades, the request must be made no later than ten (10) working days after the start of spring semester. For spring and summer grades, the request must be made no later than ten (10) working days after the start of fall semester. Please note that, in matters relating to grades, the instructor’s judgment is normally deemed final and conclusive. Students may appeal the professional judgment exercised by an instructor in assigning a grade only under the following circumstances:
1. Grades resulting from deviations in the instructor’s established and announced grading procedures
2. Errors in application of grading procedures
3. Modification of grades for non-academic reasons
4. Gross error in judgment by the instructor

Department Chair/Program Director Conference
If the student is not satisfied with the instructor’s resolution to the grade appeal, the student shall request to meet with the instructor’s department chair or program director. This request must be made in writing within ten (10) working days of the date of the meeting with the instructor. The written request should specify the student’s reason for appeal and provide supporting evidence where appropriate. The department chair or program director shall conduct an investigation, prepare a written report of his/her findings, and deliver or mail a copy to the student and Dean of the college within ten (10) working days of the student conference.

College Dean Conference
If the student desires to appeal the findings and decision of the department chair or program director, a written request for a conference with the college Dean must be filed by the student within ten (10) working days of delivery or mailing of the decision of the department chair or program director. The college Dean will provide a copy of the appeal to the instructor, and the instructor will respond in writing prior to the date of the student conference with the Dean. The college Dean will confer with the student and prepare a concise written report of his/her findings and deliver or mail a copy to the student within ten (10) working days of the student conference.
Student Review Board and Provost
If a student desires to appeal the decision of the college Dean, the student may first appeal to the Student Review Board and then to the provost by following the procedures set forth in the Code of Student Conduct described in this handbook.