

## **GRADE APPEALS POLICY AND PROCESS**

The procedure detailed below should be followed for appeal of final grades. All student appeals must begin with the instructor conference.

### **Instructor Conference**

The student shall first request, in writing, a conference with the instructor to explain the reason for the appeal and seek a resolution. For fall semester grades, the request must be made no later than seven (7) calendar days after the start of the spring semester. For spring and summer semester grades, the request must be made no later than fourteen (14) calendar days after the start of the 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 to meet with the instructor's department chair or program director must be made in writing within seven (7) calendar 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 the findings through official University correspondence to the student and the dean of the program director shall deliver within fourteen (14) calendar 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 or dean's designee must be filed by the student within seven (7) calendar days of the issuance of the official University correspondence of the decision of the department chair or program director. The college dean or dean's designee 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 or dean's designee. The college dean or dean's designee will confer with the student and prepare a concise, written report of his/her findings and deliver then findings through official University correspondence to the student within fourteen (14 ) calendar days of the student conference.

### **Appeal to the Provost**

If a student desires to appeal the decision of the college dean, the student may appeal to the provost within seven (7) calendar days of the issuance of the decision of the college dean or dean's

designee. The student must submit, in writing, the appeal and supporting documentation to the Office of the Provost. The provost/ designee will examine all the documents relevant to the case and collect additional information if necessary. The provost/designee will make a determination and inform the student of the decision in writing. The Office of the Provost will keep a record of all meetings, conferences and investigations relevant to the case. The decision of the provost/designee is final.