

Grade Appeal Policy and Procedure

(Information retrieved from University Catalog ⇔ General Information ⇔ University Regulations)

Students may appeal undergraduate or graduate grades which they believe were the result of instructor, computational, or clerical error or contrary to procedures established in course syllabi; or were prejudicial or capricious.

Steps to follow:

1. Students will seek informal resolution with the instructor or Department Chair. Informal resolution requires the student to meet with the faculty member or Department Chair no later than 30 calendar days immediately following the assignment of the original grade. This time line may be extended if the student requests and receives an extension from the College Dean or can demonstrate extenuating circumstances for the submission of a grade appeal beyond 30 calendar days.
2. If the matter is not resolved with the instructor or Department Chair, the student may submit a formal grade appeal, in writing, to the Dean of the College within 21 calendar days after receiving the decision of the instructor or Department Chair.
 - a. Use Grade Appeal Request Form (page 2) as cover page
 - b. Written Statement
 - c. Provide any evidence to support your statement
3. The College Dean will investigate the student claim and attempt to resolve the appeal within 21 calendar days. If the matter is not resolved in the college the appeal is forwarded to the Student Grade Appeals Board. The review process and procedures of the Student Grade Appeals Board are detailed in the Student Rights and Responsibilities Handbook. A panel of two faculty members and one student member from the Board reviews the appeal materials and determine by majority vote whether or not cause exists for a grade change.
4. A written decision of the panel will be sent to the student appellant and all individuals involved in the appeal.



Grade Appeal Request Form

Note: This form and all appropriate documentation must be submitted to your department chair only after informal resolution with instructor of record is attempted.

REQUIRED INFORMATION:

Please make sure this form is completed in its entirety.

Student Name: _____ Student ID Number: _____

Student School E-mail address: _____

Student Alternate E-mail address: _____

Class Code: _____ Class Section: _____ Class Term: _____

Instructor: _____

Department: _____

Specific Issues – Please describe the reason(s) for this appeal. Provide factual data, details, and any other forms of proof (including E-mail correspondence), that substantiates your claim:

What was the Instructor's response when you communicated with him/her about this issue? – Please include evidence of your attempts to communicate with the Faculty member regarding this issue.

Desired Resolution – Please explain specifically what you want to achieve from this appeal:

Supportive Documentation – check all that are included and make sure these are attached:

- | | | |
|---|--|--------------------------------|
| <input type="checkbox"/> E-mails (between student and instructor) | <input type="checkbox"/> Instructor comments | <input type="checkbox"/> Other |
| <input type="checkbox"/> Chat transcript | <input type="checkbox"/> Assignment(s) in question | |