

GRADE APPEAL POLICY AND PROCEDURE

POLICY

No course grade may be appealed more than one year (12 months) after the end of the academic term in which the grade was assigned.

A course grade may be appealed only on the basis of one or more of the following justifications:

1. Erroneous course grade assigned.
2. Assigned course grade based on capricious or prejudicial evaluation of course work.
3. Assigned course grade based on inconsistent or inequitably applied standards for evaluation.

PROCEDURE

A student wishing to contest a course grade should first seek an explanation from the Instructor of Record for the course assigning the grade. If the Instructor of Record approved a course grade change, the instructor shall submit a *Change of Grade* form to the Office of the Registrar and shall provide a written notification of the decision to the student.

Should the Instructor of Record be unavailable or if the explanation given is deemed unsatisfactory, the student may appeal to the appropriate academic administrator (Department Chair, Professional Studies Chair, Graduate Program Director). The academic administrator shall seek to reach a mutually satisfactory resolution of the matter by conferring with the student and the instructor. If the instructor does not respond to attempts for conferral, the academic administrator will resolve the matter in light of the evidence presented. If resolution is achieved and results in a course grade change, the academic administrator shall submit a *Change of Grade* form to the Office of the Registrar and shall provide a written notification of the decision to the instructor and the student. Should the instructor be the academic administrator, the student may appeal the course grade to the appropriate Associate Dean.

Should a mutually acceptable solution of the matter not be reached by the academic administrator, the student may appeal the course grade to the appropriate Associate Dean, who will review the case and seek to reach a mutually satisfactory resolution of the matter. If resolution is achieved and results in a course grade change, the Associate Dean shall submit a *Change of Grade* form to the Office of the Registrar and shall provide a written notification of the decision to the instructor, the academic administrator, and the student. Should the Instructor of Record be the Associate Dean, the student may appeal the grade to the Associate Provost or Dean of Professional Studies and Non-Traditional Education.

Should a mutually acceptable resolution of the matter not be reached by the Associate Provost or Dean of Professional Studies and Non-Traditional Education, the student may appeal the course grade to the Provost/Chief Academic Officer, who will review the case, approve or disapprove a grade change, submit (if necessary) a *Change of Grade* form to the Office of the Registrar, and provide a written notification of the

decision reached to the student, the academic administrator, Associate Dean, and the appropriate Associate Provost or Dean of Professional Studies and Non-Traditional Education. The decision of the Provost/Chief Academic Office will be considered final and the matter will not be subject to further appeal.

