

Grade Appeal

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| 1. | Basis for Appeal |
| 1.1 | A student may appeal a course grade if the student has evidence that the grade was assigned in a malicious, capricious, erroneous, or arbitrary manner. The following steps provide a guideline for the appeals process. All persons concerned with this process should make every attempt to adhere to the time schedule outlined in the following description of the appeals process. |
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| 2. | Appeal to the Faculty Member for Review of the Assigned Grade |
| 2.1 | Within 21 calendar days after the beginning of the next term, excluding summer school, the student should discuss the assigned grade with the faculty member. If it is found that the assigned grade is incorrect in the judgment of the faculty member, he/she will initiate the appropriate change. If the change is made at this point, the matter is concluded. |
| 2.2 | If the faculty member is no longer with the university, the student should confer with the departmental Chair/Associate Dean who will then make every effort to receive written input concerning the matter from the former faculty member. If it is not possible to receive information from the former faculty member regarding the grade, then the student may appeal the grade as described below and the departmental Chair/Associate Dean will represent the interests of the faculty member who issued the grade. |
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| 3. | Appeal to the Department Chair/Associate Dean |
| 3.1 | If the question of the assigned grade cannot be resolved between the student and the faculty member, the student may appeal in writing to the Chair/Associate Dean of the department in which the course was taught. The written appeal to the departmental Chair/Associate Dean must be made by the end of the fourth week of the term. The student should include all known information relating to the appeal with the written appeal. After receiving such an appeal in writing from the student, the Chair/Associate Dean shall review with the faculty member the substance of the student's appeal and seek to determine its validity. |
| 3.2 | If the Chair/Associate Dean determines that the assigned grade, in his/her judgment, is inappropriate, the Chair/Associate Dean should recommend to the faculty member that the grade be changed. The faculty member may or may not concur with the Chair/Associate Dean's recommendation. |

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| | 3.3 | The Chair/Associate Dean will notify the student in writing, within 14 calendar days of the appeal, whether or not the assigned grade will be changed by the faculty member. If the grade is changed to the student's satisfaction, the matter is concluded. If the grade will not be changed, the Chair/Associate Dean will also advise the student of the right of appeal to the dean of the college/school within which the grade was assigned. |
| | 3.4 | If the grade will not be changed, copies of all written communication mentioned above should be sent by the Chair/Associate Dean to the dean of the college/school as described below. |
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| 4. | Appeal to the College/School Dean | |
| | 4.1 | If the grade is not changed to the satisfaction of the student at the departmental level, an undergraduate student may appeal the assigned grade, in writing, to the dean of the college/school within which the course was offered. With the written appeal, the student should provide all information possible relating to the appeal. The written appeal to the dean of the college/school must be made within seven calendar days of receipt by the student of the notice from the department Chair/Associate Dean. |