

Grade Appeal Procedure

In the event that a student feels the grade for a course is not a fair evaluation of the student's effort and performance, the student should make every attempt to resolve the difficulties by discussion with the instructor involved.

If such discussions do not result in a satisfactory solution to the problem, the student should seek the assistance of the appropriate Department Chair in resolving the problem. If the Department Chair is the instructor involved, the student should seek the assistance of the Associate Dean for Academic Affairs.

If this fails, a grade appeal committee will be formed by the Department Chair or, in the case of an appeal involving the Department Chair, by the Associate Dean for Academic Affairs. This committee will consist of three faculty members: one selected by the instructor involved, another by the student, and the third (who shall be the committee chair) by the agreement of the first two faculty members selected. It is expected that the committee will receive full cooperation from all parties involved. To take effect, the committee's decision must be ratified by the Dean of the College. The committee functions in accord with guidelines in the Faculty Handbook. Any formal grade appeal action involving a committee must be initiated by the student at least two weeks prior to the date for clearing incompletes for the term in which the course was taken. The committee shall reach its decision before the date for clearing incompletes for that term. When special conditions exist, this timetable may be altered by the Faculty Executive Committee.