

# UNDERGRADUATE GRADE APPEAL PROCEDURE

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Prior to invoking the use of the undergraduate grade appeal procedure, individuals should exhaust all informal means available to resolve questions concerning specific issues related to their courses.

The grade appeal procedure may not be used to challenge a grade which results from a faculty member exercising usual and customary professional judgment in the evaluation of student work.

## Step 1

When an issue arises in which the student believes he/she has been treated unfairly, the student shall request in writing a meeting with the instructor. In the case of an end-of-semester grade, the student shall request such a meeting no later than ten working days after the beginning of the next semester. The instructor shall arrange to meet with the student within ten working days of the receipt of the request.

## Step 2

If the matter is not resolved to the satisfaction of the student at Step 1, then, within ten working days of the meeting in Step 1, the student shall file a written request to review the matter with the appropriate Department Chair.

## Step 3

If, within ten working days of the receipt of the request in Step 2, the Department Chair is unable to resolve the matter to the satisfaction of all parties, then either party may, within ten working days, file a written request to review the matter with the Dean of the respective School.

## Step 4

If, within ten working days of the receipt of the request in Step 3, the Dean is unable to resolve the matter to the satisfaction of all parties, then either party may, within ten working days, file a written request to review the matter with the Vice President for Academic Affairs. In the case of continuing education courses or graduate courses, the appeal at Step 3 goes to the Associate Vice President of Continuing Education.

## Step 5

Within ten working days of the receipt of the request in Step 4, the Provost/Vice President for Academic Affairs shall inform the student, faculty member, Department Chair, and Dean of the results of his/her review.

**The appeal process ends at this point.**