

GRADE CHANGE APPEAL PROCEDURE

1. The grade appeal must be made no later than the tenth calendar day (excluding weekends and holidays) of the semester following the semester for which the grade was given.
2. The student may appeal the grade only once.
3. The student must first discuss the grade in question with the instructor who gave the grade in order to clarify misunderstandings, arithmetic, etc.
4. In the event that the student and instructor are not able to resolve the issue, the student may then appeal the grade in writing to the respective instructor's department head/chair. A copy of the appeal will be forwarded to the instructor.
5. The instructor then will respond to the appeal, in writing, to the department head/chair.
6. On the basis of the student's appeal and the instructor's response, the department head/chair will inform the parties in writing of his or her decision.
7. In the event that the student or instructor is still dissatisfied with the grade in question, he or she may further appeal the decision to the Office of the Dean. A cover letter with copies of the original appeal, the instructor's response and the department head/chair decision must be submitted to the Dean's Office.
8. On the basis of the student's appeal, the instructor's response and the department head/chair's response, the Dean will inform the parties in writing of his or her decision. The Dean's decision is final and binding.
9. The appeal process must be concluded not later than the end of the semester in which the appeal was initiated.