

Student Academic Appeals: Grade Appeals College of Education Guidelines

University Policy

A student who wishes to appeal the final grade in a course should first seek a resolution of the issue informally with the faculty member. If an informal resolution cannot be reached, the student may appeal the grade formally, beginning with the faculty member and, if necessary, proceeding, at the request of the student or faculty member, through the levels of appeal listed below. At each stage of the appeal, student must provide a written justification for the appeal and an explanation of the desired resolution; reviews at any stage of the appeal may request appropriate additional documentation from any party to the appeal. Within the general framework of this policy, a department or college may establish its own procedures for reviewing such appeals. Any appeal concerning an assigned grade must be made within one calendar year of the time the grade was awarded.

1. Faculty member
2. Department chair
3. Dean of the college
4. Provost

College of Education Policy

If an informal resolution cannot be reached, the student may appeal the grade formally. A formal appeal must include a written justification for the appeal and an explanation of the desired resolution. At any stage of the appeal, additional documentation may be requested from any party to the appeal.

Timeline

For the purpose of this guideline, a working day is defined as any day during the fall or spring term in which the university is open for instruction. While students may file a grade appeal during summer sessions, responses may be delayed until fall semester. The following provides a timeline for the grade appeal process.

1. Within fifteen working days of being sent a formal appeal, the instructor will submit a written decision to the student and to the department chair.
2. If not satisfied with the action of the instructor, the student may submit a written appeal to the department chair within fifteen working days of receipt of the instructor's decision. The department chair will submit a written decision to the student with copies to the instructor within fifteen working days of receipt of the appeal.
3. If not satisfied with the action of the department chair, the student may, within fifteen working days of receipt of the department chair's decision, submit a written appeal to the dean of the college. The dean will submit a written decision

to the student with copies to the instructor and to the department chair within fifteen working days of receipt of the appeal.

4. If not satisfied with the action of the dean of the college, the student may, within fifteen working days of receipt of the dean's decision, appeal to the provost. The provost may designate an associate provost to act on his/her behalf.