

ACADEMIC APPEAL

All students have the right to appeal a grade or academic decision which they believe to be in error or unfair. An appeal should not be entered upon lightly by a student, nor lightly dismissed by an instructor or administrator.

Policy

At the end of each term, instructors are required to assign a final grade for all registered students. It is within the instructor's professional jurisdiction to assign the grade the student has earned. Should a grade be assigned that a student believes to be in error, the student has the right to submit an appeal to contest the final grade. A grade appeal is not permitted for students who receive a final grade of "F" due to his/her failure to drop a course within the timeframe as listed in the Academic Calendar. Additionally, grade appeals are not permitted for final grades of "W".

Procedure

- a. The student should first attempt to resolve the grading issue or academic decision directly with the assigned course instructor.
- b. Should a student be unable to resolve the grading issue or academic decision directly with the instructor, an Academic Appeal Request **must** be submitted no later than two calendar weeks after the release of final grades or the academic decision. Requests submitted after this deadline will not be reviewed.
 - i. Students must include the rationale behind the grade or academic decision appeal.
- c. The request **must** be submitted with all supporting documentation to the division chair or program director.
 - i. The departmental figure above will review the appeal.
 1. Should the departmental figure determine a grade or academic decision change is appropriate and necessary, the outcome will be communicated to the student.
- d. After the division chair or program director reviews the request, the school dean is responsible for verifying the appropriateness of the decision.
- e. If the student chooses to appeal the division chair or program director's decision, he/she may appeal to the School Dean no later than two weeks following the decision or the division chair or program director.
- f. The **final** decision of the School Dean is considered final.
- g. The Office of the Registrar is responsible for processing grade changes and academic decision updates that result from an approved Academic Appeal Request.