

CHALLENGE OF FINAL COURSE GRADE

Grade appeals are designed to assist students who believe their final course grade is inappropriate because of an error, deviation from published expectations, or unequal treatment. A student may appeal course grades for the following reasons:

1. There was a miscalculation of points, grades, or rubrics.
2. Faculty member did not follow the syllabus or a published policy.
3. The student believes they were treated unfairly (differently than other students in the class).

Step 1: A student who wishes to appeal a grade must submit a written request by email to the faculty member within seven (7) calendar days of the final grade due date. If the faculty member and student resolve the issue, the faculty member submits a change of grade request to the Registrar's Office.

Step 2: If the grade appeal is not resolved at the faculty-student level, the student may appeal to the Senior Director of Academic & Student Support by completing and submitting a Grade Appeal Form. They will then call a meeting with the Appeals Committee, assist the Committee in the review process, and notify the student of the committee's decision.

Step 3: If the student does not agree with the decision of the Committee, the student may appeal to the Assistant Dean for Curriculum and Instruction within seven (7) calendar days of the Committee's decision by submitting a written request for further review. The Assistant Dean for Curriculum and Instruction will render the final decision of the grade appeal.