College of Liberal Arts Student Grade Appeal Process

A student who questions a grade received in a course taught in the College of Liberal Art should first speak with the faculty member who assigned the grade to determine whether the two may arrive at a mutual understanding.

If a student’s concerns are not satisfied after this discussion, he/she may elect to initiate procedures to appeal the grade.

In order to appeal a grade, the appeal request must focus on specific departures from guidelines listed on the syllabus. Dissatisfaction with a grade is not grounds for a successful appeal.

The procedures that follow apply to all of the College of Liberal Art’s programs.

1) A student must submit a written appeal to change a grade using the “Student Grade Appeal Form,” stating briefly and clearly the action requested and the reason(s) for the requested change. The student must present the written appeal to the faculty member who assigned the grade in question within fifteen (15) business days after the start of the following long semester.

2) After reviewing the student’s written appeal, the faculty member will make a decision. If the appeal is approved, the faculty member will submit a grade change form to initiate the “change of grade” process. The faculty member will document their decision on the “Faculty Grade Appeal Response Form.”

3) If the appeal is denied, the student may appeal in writing using the “Student Grade Appeal Form” to the Department Chair. Department Chairs will only review an appeal that is made in writing. Students must state clearly the specific request being made and include a brief statement of the reasons for the proposed change.

4) After reviewing the student’s written statement and after consulting with the faculty member, the Departmental Chair will make a decision regarding the grade appeal using the “Department Chair Grade Appeal Response Form.”

In reviewing a student’s appeal, the Departmental Chair will consider whether the professor adhered to guidelines for equitable treatment and to evaluation procedures identified on the course syllabus. Appeals must focus on specific departures from guidelines listed on the syllabus.

5) After receiving the Department Chair’s decision, the student will use the “Student Grade Appeal Response Form” to indicate whether he accepts the faculty member’s decision or wishes to continue the appeal process to determine a final decision regarding the grade. If the student decides to accept the faculty member’s decision at this point, the forms are filed and the appeal is concluded.

6) If, after receiving the Department Chair’s decision, the student wishes to continue the appeal process, he or she may do so by indicating this decision on the “Student Grade Appeal Form.” In such cases, all related documentation will be forwarded to the Associate Dean of the college, who will convene the College Grade Appeal Committee to arrive at a final decision. This decision, which cannot be appealed, will be recorded on the “Associate Dean Grade Appeal Response Form.”

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