Steps of the Academic Grade Appeal Process for Graduate Students

1. Student should begin the process by discussing the grade with the Instructor involved.

2. If no mutually agreeable resolution can be achieved, either party may present in writing his/her position to the Chair of the Department. The academic grade appeal must be initiated no later than during the semester immediately following receipt of the contested grade. This appeal must include a statement of the specific grounds for appeal and must be accompanied by a written explanation of decisions made at the previous level of review.

3. The Chair will render a decision within 10 working days of the grade appeal submission. Either party may appeal in writing within 10 working days to the Dean of the College if mutual resolution cannot be reached at this level. All materials collected in the investigation of the appeal to this point should be forwarded to the office of the Dean with the appeal, or should follow immediately thereafter.

4. If mutual resolution cannot be reached at the College Dean’s level within 20 working days, either party may present the grade dispute to the Dean of the Graduate School, following the procedure outlined in policy #3364-77-02 Graduate Student Academic Grievance.

This step completes the appeal process at the college level.