



The University of Toledo - Main Campus Policy

IV-9 Grade Appeal Procedure For Graduate Students

An academic grade appeal is one in which a graduate student disputes a particular grade. Appeals dealing with academic dishonesty, including, but not limited to, cheating and plagiarism, are explicitly exempt from this process and shall be dealt with under the **Academic Dishonesty Appeal Procedure** (Art III-6, Art IV [c][2]).

The following procedure is to be used to arrive at a resolution of the grievance. The academic grade appeal must be initiated within the semester following receipt of the contested grade. If a resolution is not reached at a given step of the procedure, the graduate student or the faculty member may proceed to the next level by filing an appeal in writing within fourteen (14) days of receipt of the last decision rendered.

At step 1, the student will attempt to resolve the issue by discussing the grounds for the appeal, first with the faculty member. If no resolution can be reached, the student may appeal in writing within seven (7) days, to the chair of the faculty member's department. Either the student or the faculty member may provide the Department Chair with additional relevant information. The Department Chair is to issue his/her determination within fourteen (14) days of receiving the written appeal. If no resolution is reached at this level, the student may appeal to the College Dean who shall review all relevant documentation and may interview the student and faculty member involved. The Dean may request a recommendation from the appropriate College committee. If no resolution can be reached within fourteen (14) days of the receipt of the appeal, the Dean is to issue his decision, which may be appealed by either the student or the faculty member to the Associate Dean for Graduate Studies, who shall review all relevant information and, if appropriate, interview the student or faculty member involved before recommending a resolution.

At the fourth level of appeal, the Academic Standing Committee of the Graduate Council will review all documentation and may permit the student and faculty member to make an oral presentation of their respective positions. The Committee will then render a final decision within fourteen (14) days based upon all evidence presented. The student presenting the appeal may have counsel present at the oral presentation but solely in an advisory capacity.

Steps of the Academic Grade Appeal:

1. Discuss the grade with the instructor involved. If no mutually agreeable resolution can be achieved, either party may present in writing his/her position to the chair of the department.
2. If the problem is not resolved at the department level, either party may appeal in writing to the dean of the college.
3. If mutual resolution cannot be reached at the College Dean's level, either party may present the grade dispute to the Associate Dean of the Graduate School.
4. The Associate Dean's decision may be appealed to the Committee on Academic Standing of the Graduate Council and its decision shall be binding on all parties. This step completes the appeal process.

The decision of the Academic Standing Committee will be communicated to the Graduate School, the student and the faculty member and will be implemented by the Dean of the Graduate School.

Adopted by UT Board of Trustees, February 10, 1999