

Appeal of Grades

The grade appeals process is intended to provide a way for students to voice a claim of discrimination, capricious or unfair dealings, or denial of due process.

A student who wishes to appeal a final grade in a course must first appeal in writing to the instructor(s) who taught the course. The appeal must specify reasons indicating why the assigned grade is incorrect or inappropriate. Appeals of grades earned in fall semester must be delivered in writing to the instructor(s) within the first thirty calendar days from the first day of class of the following spring semester. A student wishing to contest a grade earned in spring semester or summer term must initiate the appeal within the first thirty calendar days from the first day of class of the following fall semester.

The instructor(s) to whom the appeal is made will respond to the student in writing within ten (10) business days of the date of the appeal. Should this response not satisfy the appeal, the student will appeal in writing within ten (10) business days from the date of the instructor's response to the dean of the school in which the course was taught. The dean may conduct a conference including the dean, the student, and the instructor. The dean may convene an impartial committee in the discipline to review pertinent documents. Within ten (10) business days from the date of the student's appeal to the dean, the dean will respond to the student in writing.

Should this procedure fail to resolve the appeal, the student may appeal in writing to the Vice President for Academic Affairs within ten (10) business days from the date of the dean's response. The Vice President will then take the appeal to the Academic Review Committee, where further hearings may be conducted.

Should this procedure fail to resolve the appeal, the student may appeal in writing to the President of the College within ten (10) business days of the Vice President for Academic Affairs' response. The judgment of the President will be considered the final and binding decision on the matter.