



**POLICY**

Students have the right to appeal their grades; however, they should do so within thirty calendar days of the grade's posting on BANNER.

Students who have just cause to appeal the assignment of a grade must first discuss the problem with their instructor. Further appeals are then directed, in order, to their instructor's Department Head/Director, and the instructor's Dean's office (Dean/Associate Dean). ***The decision by the Dean's Office is final***; no further appeals are available.

**RATIONALE FOR GRADE APPEALS**

Any student considering a grade appeal should understand that each faculty member has the right and responsibility to determine grades according to any method chosen by the faculty member as long as these methods follow professional and disciplinary standards, are clearly communicated to everyone in the class, and are equally applied to all students.

student should email the grade appeal along with all required support documents **to the instructor AND the department head** (Form 1) (Form 2) (Form 3) (Form 4) (Form 5) (Form 6) (Form 7) (Form 8) (Form 9) (Form 10) (Form 11) (Form 12) (Form 13) (Form 14) (Form 15) (Form 16) (Form 17) (Form 18) (Form 19) (Form 20) (Form 21) (Form 22) (Form 23) (Form 24) (Form 25) (Form 26) (Form 27) (Form 28) (Form 29) (Form 30) (Form 31) (Form 32) (Form 33) (Form 34) (Form 35) (Form 36) (Form 37) (Form 38) (Form 39) (Form 40) (Form 41) (Form 42) (Form 43) (Form 44) (Form 45) (Form 46) (Form 47) (Form 48) (Form 49) (Form 50) (Form 51) (Form 52) (Form 53) (Form 54) (Form 55) (Form 56) (Form 57) (Form 58) (Form 59) (Form 60) (Form 61) (Form 62) (Form 63) (Form 64) (Form 65) (Form 66) (Form 67) (Form 68) (Form 69) (Form 70) (Form 71) (Form 72) (Form 73) (Form 74) (Form 75) (Form 76) (Form 77) (Form 78) (Form 79) (Form 80) (Form 81) (Form 82) (Form 83) (Form 84) (Form 85) (Form 86) (Form 87) (Form 88) (Form 89) (Form 90) (Form 91) (Form 92) (Form 93) (Form 94) (Form 95) (Form 96) (Form 97) (Form 98) (Form 99) (Form 100)





**Section C: Instructor** (to be completed within 10 working days of receipt of grade appeal form)

The instructor should review all materials submitted by the student, consult with the student as needed, then complete this section of the Grade Appeal.

Department	Instructor's Name	Date the Grade Appeal was Received
------------	-------------------	------------------------------------

The student has made the case for a grade change, attached is a grade change form.

**\*Grade will be changed from:** \_\_\_\_\_ **to:** \_\_\_\_\_

The student has not made the case for a grade change.

The grade appeal does not fit the stated criteria and has been forwarded to the Department Head/Director.



**Section D: Department Head/Director** (to be completed within 10 working days of receipt of grade appeal form)

The Department Head/Director should review all materials submitted; the student's case for appeal as well as the instructor's comments, consulting with both the instructor and the student as needed as well as other appropriate resources, then complete this section of the Grade Appeal.

Department	Department Head/Director Name	Date the Grade Appeal was Received
------------	-------------------------------	------------------------------------

The grade appeal does not fit the stated criteria and has been forwarded to the Dean's Office.

The Instructor has agreed to change the original grade from: \_\_\_\_\_ to:

**A Grade Change Form is attached and will be processed**



**Section E: Dean's Office** (to be completed within 10 working days of receipt of grade appeal form)

The Dean or Associate Dean should review the materials submitted by the student, the instructor, and the Department Head/Director, consulting with the department head/director, instructor, and student as needed, then complete this section of the Grade Appeal.

College	Dean/Associate Dean Name	Date the Grade Appeal was Received
---------	--------------------------	------------------------------------

The grade appeal does not fit the stated criteria and should be discontinued.

The Instructor has agreed to change the original grade from: \_\_\_\_\_ **to:** \_\_\_\_\_  
 x **A Grade Change Form is attached and will be processed**

The Instructor sustained the original grade, and I –                      AGREE                      DISAGREE

I have elected to change the grade from:                      **to:**  
 x