PROCEDURE FOR APPEALING A COURSE GRADE

An undergraduate who claims to have received an unfair grade in a course may use the following grievance procedure. The student must act in a timely manner following the steps below with the goal of resolving the grade grievance.

All grade changes must be approved by the academic dean of the student’s home college and receive final approval from the academic vice president. All time requirements given below refer to time when classes are in session during the given semester.

**Step One**
The student should set a meeting time and talk with the professor whose grade he or she is grieving during the semester or within one month of the beginning of the new semester.

**Step Two**
If the grade grievance is not resolved to the satisfaction of the student, he or she may submit a written request for the grade change and the supporting justification to the chair of the pertinent department/area within two weeks of ending discussion with the professor. The chair will send a copy of this request to the professor.

**Step Three**
The department/area chair will meet with the student within two weeks of receiving the student’s written request for the grade change. The chair will also review the request with the professor.

1. If the chair finds the request for a grade change without merit; he or she will meet with the student and discuss his or her decision.
2. If the chair supports the request for a grade change, the chair will meet with the student and professor together or separately as he or she deems best. If the professor believes the grade change is not merited, he or she will make his or her reasons clear to the chair in writing if requested by the chair.
3. Should the student decide to appeal to the associate dean, he or she should inform the chair within two weeks. The chair will act on this appeal by submitting a written report and supporting materials within two weeks to the associate dean of the college in which the course was taken.

**Step Four**
The associate dean will review the materials and assemble an Appeals Committee of his or her choosing to advise him or her on the grade grievance. The associate dean will make a decision and submit a written report and his or her recommendation to the academic dean of the student’s home college before the end of the semester.

**Step Five**
The academic dean of the appropriate college will review the materials, make a decision, and notify all parties of his or her decision. The academic dean’s decision is final.