



## GRADE APPEALS BY STUDENTS

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A student (undergraduate or graduate) may appeal a grade on the ground that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides. If the recommendation made by the person or body designed to hear such appeals is acceptable to the student, they shall notify the dean or designee of the school or college of their acceptance of the recommendation, and the instructor shall take appropriate action regarding grade change, if needed.

If the recommendation is not acceptable to the student, s/he can appeal to the next level. The appeal procedure, different for undergraduate and graduate appeals, is given below.

Any further appeal by an undergraduate student shall be directed to the office of the appropriate dean. The deadline and method of filing the appeal shall be in accordance with the school or college's established procedures. The dean or designee shall review all documents, independently consider all information s/he deems appropriate, afford the student and the instructor an opportunity to present their cases, and reach a decision. Following evaluation at this level, the decision of the Dean or designee is final.

Any further appeal of a grade for a graduate student must be submitted to the Graduate School dean within 10 working days of receiving the decision from the school/college body designated to hear such appeals. The Graduate School Appeals Office shall review all documents, independently consider all information deemed appropriate, may refer the matter for a hearing by the Graduate Scholastic Appeals Committee, and shall make a recommendation to the Graduate School dean. The decision of the Graduate School dean is final.