

Final Course Grade Appeal Procedures



Last Name _____ First Name _____ Middle Initial _____

Select a campus _____ Select a program _____ ID# _____

Students who wish to file a grade appeal of their final course grade when the assigned grade is a non-passing grade, must do so within two (2) business days of notification of failure or within two (2) days of the Wednesday of the final week of the term/semester, whichever comes first. Students appealing a non-failing grade have until the end of the first week of the subsequent term/semester to file an appeal, as the outcome of the appeal will presumably not have an impact on the student's ability to continue through his/her program of study.

Students in the MSOT program who wish to file a grade appeal of their final course grade must do so within two (2) business days of notification or within two (2) days of the end of the session, whichever comes first.

1. **STEP ONE:** Consult with the faculty member who issued the grade or evaluative comment for reconsideration of the grade or the record utilizing the grade appeals form. **See STEP ONE on the Grade Appeals form.**
2. **STEP TWO:** If, after consultation with the faculty member, the student wishes to pursue a grade appeal, or if the faculty member is either unavailable or does not respond within the time frames outlined in STEP ONE, the student should request in writing, to the program dean/chair of his/her academic program, within two (2) business days, an investigation of the grade. The program dean/chair may investigate the matter personally or refer it to a designee for investigation (for example, contacting another faculty member to review subjective grading or asking for feedback from the Director of Online Instruction). The investigation will be conducted by the end of the first week of the following term. At the conclusion of the investigation, the program dean/chair shall issue a finding in writing that either concurs with the faculty member regarding the grade or in some instances, requires the faculty member to revise the grade based on demonstrable evidence that the initial grade was in error. **See STEP TWO on the Grade Appeals form.**

Grade decisions made in **STEP TWO** are final.

3. If a student feels that his/her grade appeal has not been appropriately resolved, the student may pursue the matter through the Student Complaint/Grievance Procedure outlined in the University Catalog.
4. The student shall be given a written summary of the conclusion of the appeal (using the Grade Appeals form). If the student believes the evaluative comment to be inaccurate, misleading, or in violation of the privacy or other rights of the student, the student may insert a written statement into the record. The student understands that a successful grade appeal does not guarantee the ability to advance

Final Course Grade Appeal Procedures (cont.)

Instructions to the student:

Please be aware of the following recommendations as you make your decisions regarding the appeals process:

1. The formal grade appeal process is a serious procedure that should only be initiated when the grade assigned does not reflect the [criteria for grading](#) as outlined [in the course syllabus](#) by the instructor of record.
2. It is assumed that the grade assigned is correct; therefore, the student appealing the grade must justify the reason for a change of the assigned grade. The justification must include [direct evidence or examples](#) of the alleged deviation from grading criteria as outlined in the syllabus. You must clearly spell out the reasons supporting your appeal.
3. Normally, grade appeals should be resolved informally between the student and the faculty member involved. A student who believes that an improper grade was assigned should meet with the instructor of record and together they should review the grading procedures used to determine the grade assigned on the student's transcript. The complete procedure is outlined in STEP ONE. If, after careful review of the instructor's response, the student is still dissatisfied or if the instructor of record refuses to take part in the informal process, the student may initiate the formal grade appeals procedure. Formal procedures are indicated in STEP TWO. Grade decisions made following STEP TWO are final.

Begin the grade appeals process by filling out **STEP ONE** only. **Submit the appeal to the faculty member teaching the class in which the grade is being appealed.** Only in the event that you wish to proceed to a second appeal to the program chair should you proceed to Step Two. All grade appeals must be submitted within the timeframes outlined above

Form Title Secondary (cont.)

Instructions to the student:

STEP ONE- The initial grade appeal (please print or type).

Last Name _____ First Name _____ Middle Initial _____

Select a campus _____ Select a program _____ ID# _____

Faculty Name: _____ Course Number: _____ Term: _____

Current Grade: _____ Grade you believe you earned: _____

Please check the reason for appeals that applies to your situation:

- ☐ Error in calculation of grade
- ☐ Deviation from the course outline or syllabus *(attach a typed description including evidence/examples of the issues leading you to appeal on the grounds of deviation from the outline/syllabus)*

Student Signature* _____ Date _____

**Please make sure to print this form and sign. Electronic signatures are not accepted. (Online program only-Docusign is acceptable)*

TO BE FILLED OUT BY THE FACULTY MEMBER ONLY

Please fill out the following section of the grade appeal within two business dates of the receipt for appeals of failing grades, and the end of the first week of the subsequent term for non-failing grades

- ☐ Approved *(must submit UAR to change grade)*
- ☐ Denied *(explain below)*

Faculty Signature _____ Date _____

**** If the appeal is resolved at this level, do not proceed to page 4.**

REGISTRAR'S OFFICE

Comments *(if applicable)* _____
Date Received _____ Date Processed _____ Initial _____

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STEP TWO- If, after completing STEP ONE the student still believes the assigned grade is in error and you wish to further your appeal, please complete the following section. *Upon completion, please submit to the Dean or Program Director within two business days.* Grade decisions made following STEP TWO are final.

Last Name _____ First Name _____ Middle Initial _____

Select a campus _____ Select a program _____ ID# _____

Faculty Name: _____ Course Number: _____ Term: _____

Current Grade: _____ Grade you believe you earned: _____

Required: Please attach a typed response to the faculty rationale to retain the grade, clearly describing your position with respect to why this appeal process should continue (please refer back to the reason you chose on page 3 regarding your appeal.)

Student Signature* _____ Date _____

**Please make sure to print this form and sign. Electronic signatures are not accepted. (Online program only-Docusign is acceptable*

TO BE FILLED OUT BY THE PROGRAM DIRECTOR (OR DESIGNEE) ONLY

Upon completion of the grade appeal process, please fill out the following section of the grade appeal form and submit within two business days.

☐ Approved (*must submit UAR to change grade*)

☐ Denied (*explain below*)

Program Director/Dean Signature _____ Date _____

REGISTRAR'S OFFICE

Comments (*if applicable*) _____

Date Received _____ Date Processed _____ Initial _____