

Grade Appeal Process

If a student believes that he or she has been assigned a grade in error, the student has the right to appeal the grade. The appeal process must be initiated within one semester (fall, spring, summer) immediately following the semester in which the grade was assigned. Students must take the following steps:

Step 1. Within the first semester immediately following the assignment of a final grade, the student who wishes to appeal the grade must meet with the instructor. At this meeting, the student and instructor must make every effort to resolve the disagreement and arrive at a mutual consensus. Note: If the instructor is not on campus, the appropriate Division Dean will contact the instructor.

Step 2. If, after Step 1, a student wishes to further pursue a change of grade, the student must make a written appeal to the appropriate Division Dean within twenty working days of the meeting with the instructor. Supporting documentation should be attached.

Step 3. The Dean may meet with the student and instructor individually or jointly to review the student's appeal and to review any materials needed to form an objective decision and discuss options for resolution.

Step 4. The Dean will make a decision and submit that decision in writing to the faculty member and student within ten (10) working days.

Step 5. If the student wishes to further appeal the decision of the Division Dean, he or she may seek redress from the Vice President for Academic Affairs (VPAA). The VPAA will review the student's original written appeal, supporting documentation and the decision of the Division Dean before rendering a decision.

Step 6. The Vice President for Academic Affairs will provide a written decision to the student within ten days. The judgment of the Vice President will be considered the final and binding decision on the matter.