

Academic Policies and Regulations: Registration, Grading and Cumulative Performance

Grade Appeals

Students may appeal a final grade if they believe it was calculated inaccurately or does not align with the grading criteria outlined in the course syllabus. It is the student's responsibility to provide evidence supporting the claim.

Grade appeals must be submitted within 30 days of the last day of the class. The process is as follows:

1. **Student Appeal to Instructor:** The student submits a written appeal to the instructor, stating the specific reasons for the appeal.
2. **Instructor Response:** The instructor may either change the grade or provide a written explanation supporting the original grade.
3. **Appeal to Chair or Program Director:** If unsatisfied, the student may submit the appeal and instructor's response to the department chair or program director. If the instructor is also the chair or director, the Dean will serve in their place. The chair/director reviews all materials, may request additional information, and provides a written recommendation.
4. **Final Appeal to Academic Petitions Committee:** Either the student or instructor may appeal the chair/director's decision to the Academic Petitions Committee, which makes the final determination.