

COLLEGE OF LIBERAL ARTS APPEAL POLICY

When students disagree with a grade they have earned in a course or with an allegation that they are guilty of academic dishonesty, they have a right to appeal. This document outlines the appeal procedures in the College of Liberal Arts.

1. If a student is dissatisfied with a grade or a charge of academic dishonesty, s/he should begin by meeting with the professor. Sometimes problems of miscalculation of points or other misunderstandings can be resolved in a conversation.
2. If the student is dissatisfied with the explanation provided by the professor, s/he must write a letter of appeal* to the professor expressing specific concerns. The professor must respond to the student in writing regarding her/his final decision.
3. If the student is dissatisfied with the professor's response, s/he must write a letter to the Department Chair (or Program Director in the case of graduate courses) attaching a copy of the professor's written response. The Chair will review the appeal and gather facts relevant to the case. S/he may ask to meet with the student if further clarification is needed. The Chair will inform the student in writing of her/his decision regarding the appeal. (If the Chair is the professor, the student should skip this step and direct the appeal to the Associate Dean.)
4. If the student is dissatisfied with the Chair's response, s/he may write a letter of appeal to the Associate Dean. Copies of prior responses from the professor and Chair must be attached.
5. The Associate Dean will review the appeal and may ask to meet with the student if further information is required. The Associate Dean will inform the student in writing of the decision regarding the appeal.
6. If the student is dissatisfied with the decision of the Associate Dean, s/he may appeal the decision by submitting a letter to the Student Appeals Committee, c/o the Office of Student Conduct & Civility Education, Division of Student Affairs. In the case of graduate courses, the students may appeal the decision by submitting a letter to the Graduate Committee, c/o the Associate Dean of the CGSR. Copies of letters from the professor, Chair and Associate Dean must be attached.
7. The Student Appeals Committee or the Graduate Committee will inform the student in writing of its decision regarding the appeal. The decision of the Committee is final.

GRADE APPEALS MUST BE SUBMITTED WITHIN ONE YEAR.
**ACADMEMIC INTEGRITY APPEALS: SEE TIMELINE OUTLINED IN THE TU STUDENT
ACADEMIC INTEGRITY POLICY.**

*Letters may be mailed or hand delivered as a hard copy or submitted as email attachments.