

## ***COLLEGE OF LIBERAL ARTS***

### **FACULTY & STUDENT GUIDELINES APPEAL OF GRADE**

There are times when students do not agree with a grade they have earned on an assignment (term paper, homework, etc.) or for the course. Students have a right to appeal a grade. This document outlines the appeal procedures in the College of Liberal Arts.

1. If a student is dissatisfied with a grade that was assigned for a course or for an assignment such as an exam or a term paper, s/he should begin by meeting with the professor. Sometimes problems of miscalculation of points or other issues can be resolved in a conversation.
2. If the student is dissatisfied with the explanation provided by the professor, s/he should write a letter of appeal\* to the professor expressing specific concerns. The professor should respond to the student in writing regarding her/his final decision.
3. If the student is dissatisfied with the professor's response, s/he should write a letter to the Department Chair, 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. 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 can write a letter of appeal to the Associate Dean of the College of Liberal Arts. 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. 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. Copies of letters from the professor, Chair and Associate Dean should be attached.
7. The Student Appeals 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.

\*Letters should be mailed/delivered as a hard copy or submitted as an email attachment.