Appeal and Change of Grade

After a final course grade is recorded in the Records and Registration Office, a change of grade must be approved in sequence by the instructor, the instructor’s department head, and the academic dean of the college in which the course is offered. The Change of Grade Form is available to the instructor in the Records and Registration Office. No student is ever to be in possession of a Change of Grade Form.

In the event of a contested final course grade, a student’s written appeal of the grade must be submitted to the instructor within thirty (30) calendar days of final grades for the term being due, as reported in the current catalogue. A letter of appeal and all materials to be considered should be provided to the instructor. The instructor will render a decision in writing within ten (10) working days or as soon thereafter as practical. If the appeal is not resolved with the instructor, within ten (10) working days, the student may submit a written appeal of the problem to the faculty member’s department head, with a copy of all materials previously submitted to the instructor, with the instructor’s decision. Likewise, if the department head’s decision is in favor of the student, the faculty member may submit a written appeal to the department’s academic dean within ten (10) working days. The department head will render a decision within ten (10) working days or as soon thereafter as practical. If the appeal is not resolved with the department head, within ten (10) working days, the student may appeal to the department’s academic dean by submitting a written appeal and copies of materials previously submitted to the department head. The dean’s decision will be rendered within ten (10) working days or as soon thereafter as practical. The academic dean’s decision is final. (In the event the instructor is not available, the department head of the course may serve as proxy and work with the student to resolve the appeal.)