

# Student Grade Appeal Process Flow Chart

## STEP #1

Student has 60 business days from start of next semester to fill out Formal Grade Appeal Process Form and present supporting documentation to instructor regarding a disputed grade. Part A is filled out on form during meeting. The Instructor and the student sign this form at the end of the meeting.

If resolution is NOT met, the instructor will present the following material to the Department Chair: The syllabus, a record of the student's grades, all descriptions and rubrics for the assignment in question (or all descriptions/rubrics if the final grade is being disputed), copies of all communication with the students, and any other pertinent data.

If resolution is not achieved, Student proceeds to STEP #2.

## STEP #2

Student has 15 business days from meeting with instructor to submit Grade Appeal paperwork and any additional supporting information; and meet with the Department Chair, or their faculty designee.

Part B of the form is filled out by the student and Department Chair (or designee) at their meeting. Within ONE week, the Department Chair must notify the faculty of the outcome of the meeting with the student. The faculty will indicate on Part B if they are in agreement with the decision and if not, explain why not.

If resolution is NOT met, the instructor will present any additional pertinent data to the Academic Dean.

If resolution is not achieved, Student proceeds to STEP #3.

## STEP #3

Student has 15 business days from meeting with Department Chair to send all pertinent information and submit Part C of the form to the Academic Dean.

If the Academic Dean needs more expert information, they may call for a Grade Review Board, consisting of two faculty in a related discipline (EXCLUDING the instructor involved and the Department Chair), to review the presented material. However, if the Academic Dean has sufficient information then this step may be omitted.

The Academic Dean meets with the student (within 15 days business of receiving the student's information) to give them the final decision. The student and Academic Dean sign Part C of the form. The Academic Dean will meet with the involved faculty within one week to review the outcome and to have the faculty sign Part C, indicating that they have been made aware of the final decision.