

## Intent to Contest a Grade

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Course: \_\_\_\_\_

Grade received: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Reason for appeal (be specific):

---

---

---

---

---

---

---

---

- Step 1: Within thirty (30) days of the end of the semester or session, the student should contact the Registrar's Office and complete this form. A copy of this form must be filed with the Registrar's Office to be valid.
  - The student should then contact the instructor to discuss the reasons for questioning the grade.
    - The official contact with the instructor must take place no later than fourteen (14) days after the end of the 30 day period. The student is responsible for initiating the discussion with the instructor.
  - If the appeal is not resolved at Step 1, or if the instructor cannot be reached and/or has not responded within a week, the student may then pursue the appeal using the process set forth in step 2.
  
- Step 2: Student must appeal in writing to the next level supervisor. This appeal should be in the form of a letter.
  - The next level supervisor is the department chair or program coordinator who has oversight over the specific course in which the grade is being appealed. (If there is no department chair or program coordinator, the next level supervisor will be the division director of the division in which the course resides.)
  - A copy of the appeal letter should be sent to the Associate Dean for Academic Support and, if the division director is not the next level supervisor, to the division director.
  - The letter must contain that the student has attempted to discuss the grade concerns with the instructor.
  - Upon receipt of the written appeal, the department chair (or other next level supervisor) shall contact the instructor.

- The instructor has two weeks to submit a written explanation back to the department chair (or other next level supervisor).
  - Upon receipt of the instructor's response, the next level supervisor can convene a meeting with instructor, student and the Associate Dean.
  - Final decision by department chair must be made in writing to the student, division director, and the Associate Dean for Academic Support Services.
- Step 3: If the division director was the next level supervisor contacted in Step 2, the student proceeds directly to Step 4 to continue the appeal. If not, follow through with step 3.
- Resubmit the written appeal to the division director.
  - Division director will meet with the student, review the complaint, and solicit input as necessary from all involved.
  - Final decision by division director must be made in writing to the student, department chair or program coordinator, and the Associate Dean.
- Step 4: The student must submit a written appeal to the Associate Dean for Academic Support Services, who shall convene the Academic Appeal Board.
- The Academic Appeal Board may, but is not required to:
    - meet separately with the student and instructor,
    - request each party to submit a brief written summary statement of the issues and/or
    - interview other persons who have relevant information.
  - A report is submitted to the Executive Vice President for Academic Affairs and Dean within 48 hours of formal meeting.
  - Copies of the report should be provided to the student, the instructor, the department chair or program coordinator, and the division director.
- Step 5: The Executive Vice President for Academic Affairs and Dean shall make a final decision after full consideration of the Academic Appeal Board's recommendation with within four weeks of receiving the student's appeal (Step 4). The Executive Vice President for Academic Affairs and Dean has the authority to change the grade, and the Registrar shall accept the dean's decision. The student, instructor, the department chair or program coordinator, and division director shall be notified in writing of the dean's decision.

By signing below, I am acknowledging that I have read and understand the appeal process.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Student: \_\_\_\_\_