



### Grade Appeal Policy

The appeal procedure detailed below may not be used to challenge a grade that results from a faculty member exercising usual and customary professional judgment in the evaluation of student work. No grade may be appealed after six months from the issuance of the grade.

1. A student who believes an error has been made in his or her grade in any class should attempt to resolve the issue informally with the instructor.
2. In the event that an informal resolution does not occur, the student should promptly (within two weeks of speaking with the instructor) submit the grievance in writing, with supporting evidence, to the instructor's Associate Dean and request a meeting with that person. The Associate Dean should then arrange a meeting with the student within two weeks, review the grievance and supporting evidence, meet with the instructor, and resolve the problem, providing the student with written notification.
3. If the student remains dissatisfied with the Associate Dean's decision, within two weeks of receiving written notification from the Associate Dean, the student may submit a written appeal to the Academic Dean to request a meeting. Following this meeting, the Academic Dean would make a binding decision, thereby concluding the matter.