



Nichols College

Learn. Lead. Succeed.

GRADUATE & PROFESSIONAL STUDIES

Graduate & Professional Studies Grade Appeal Policy

The appeal procedure 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 appeals@nichols.edu. The Appeals Committee reviews the grievance and supporting evidence with the instructor to resolve the problem and provides the student with written notification within two weeks.
3. If the student remains dissatisfied with the Appeals Committee's decision, within two weeks of receiving written notification from the Appeals Committee, the student may submit a written appeal to the Executive Director of Graduate & Professional Studies to request a meeting. Following this meeting, the Executive Director of Graduate & Professional Studies would make a binding decision, thereby concluding the matter.