

## POLICY ON GRADE APPEALS PROCEDURES

A student may appeal the grade received on any given course provided that he/she follows the procedures listed below.

- The student must request a conference with the course instructor to review his/her grade for the course. If this conference results in the resolution of the student's grievance to the satisfaction of the student's appeal, the instructor must submit a grade change to the Registrar.
- If the meeting with the course instructor is not successful in resolving the student's grievance, the student must write an official request to the Department's Chair or, in the absence thereof, to the Academic Dean officially requesting a review of his course grade.
- Upon receipt of the student's official request, the Academic Dean or Department Chair will convene a conference with the student and the course instructor in addition to others who may be requested to attend at the discretion of the Department Chair or Dean. After the Department Chair or Dean has reviewed all the pertinent materials submitted, he/she will issue a formal written decision on the matter.
- If the Department Chair's or Academic Dean's decision is unacceptable to the student or the instructor, a Grade Appeals Committee will be convened by the Academic Dean. The Grade Appeals Committee will be constituted by:
  - A member of the faculty selected by the student.
  - A member of the faculty selected by the course instructor.
  - A member of the faculty agreed by the above.
- The Grade Appeals Committee shall review all materials presented to them and shall render its decision to the Department Chair or the Academic Dean. This decision shall be final and binding.