

Grade Appeal Process

Student seeks initial resolution by conferring with instructor to change grade within one quarter*

Case closed

Resolution achieved

No consensus reached:
student meets with program
chair or designee

Case moves to
academic appeals
committee

Grade not
changed

Chair or designee
recommends grade
change to instructor

Grade change
not recommended
no appeal

Committee reviews case
and forwards written
recommendation to chief
academic officer or designee

Grade
changed

Case closed

Chief academic officer or designee
forwards recommendation to instructor

Grade change
not recommended
no appeal

Grade change
recommended

Grade
changed

Case closed

Grade not
changed

Chief academic officer or
designee determines final
resolution - no appeal

* A grade may be raised or lowered as a result of the process.