

Grade Appeal Process

The following information is meant to assist faculty and students in the College of Education in the event of a dispute over a course grade. Please follow the procedures outlined below to expedite the handling of a grade appeal.

In the event of a grade dispute:

1. The student should first present his/her case to the faculty member instructing the course. The issues should be spelled out clearly and concisely noting exactly which assignment or assignments are being appealed and the reason(s) for requesting a review. It is not acceptable to simply dispute the overall grade in the course unless the individual assignment grades do not compute accurately to the total grade as outlined in the course syllabus. The faculty member will be offered the opportunity to review the grade or grades and respond to the student in writing in a timely fashion.

2. If the student is not satisfied with the result of the grade review by the faculty member instructing the course, he/she may appeal the grade to the chairperson of the department in which the course is taught. Again, the issues should be spelled out clearly and concisely noting exactly which assignment or assignments are being appealed and the reason(s) for requesting a review. The Department Chairperson will consider the student's appeal and request information from the course instructor in order to make an educated decision on the appeal. The Department Chairperson will render a decision in writing to the student and the course instructor.

3. If the student or course instructor is not satisfied with the decision of the Department Chairperson, either party may appeal to the Dean of the College of Education. The dean will meet with both parties involved and perhaps the Department Chairperson to gather information on the appeal. The Dean will render a decision in writing to the student and the course instructor.