

Grade Appeal Process

The decision to appeal a course grade is often very stressful for students, instructors, and administrators. It is very important to us that we maintain a level of professionalism at all times in this situation, and it is for this reason that the following process has been outlined to assist and support students wishing to appeal a grade. Before beginning the appeals process students are advised to review any course documents and graded materials provided by the instructor. This may include the course syllabus, an assignment rubric, handouts, etc. If the information contained in these items clearly indicates the reason for the grade and the information is accurate, students are advised **not** to seek an appeal. Students who believe the grade is inaccurate or who need additional information may wish to continue with the appeal.

1. Before contacting supervisors or administrators students are advised to **first** contact the course instructor directly. This may be done in person, in writing, by telephone, or by email based on the information provided within the course syllabus. At this time the student should ask the instructor for additional information regarding the overall grade and any specific course assignment(s) contributing to the final grade. Students are also advised to provide any additional information that may assist the instructor in reviewing the course grade (for example a grade missing or miscalculated grade). Please allow the instructor 10 business days to respond to the initial inquiry. If the instructor does not respond to the request, please email the instructor with a cc to the Department Chairperson, Dr. Chandra Foote (cjf@niagara.edu). If the instructor still does not respond in 5 additional business days, please email the Department Chairperson to notify her of your wish to continue with the appeal. Note: The time line will be expedited if the appeal will impact student teaching or graduation.
2. If the issue is not resolved with the instructor or the instructor does not respond to in the allotted time period, please email Dr. Foote to schedule a meeting. At that time she will contact the instructor and arrange a mutually agreed upon meeting time wherein the will be allowed to present his/her case and the instructor will be asked to respond. Within 5 business days of the appeal Dr. Foote will write a formal letter with a copy to the student, instructor and to the Dean of the College of Education regarding her decision as Department Chairperson on the grade appeal.
3. If the student is not satisfied with the decision rendered by the Department Chairperson, a request should be made for a meeting with Dr. Colley, Dean of the College of Education, by contacting her assistant Ms. Bev Eiler at bje@niagara.edu. Ms. Eiler will schedule a meeting between the student, the instructor, and perhaps the Department Chairperson to resolve the issue. After hearing the discussion, Dr. Colley will render a final decision regarding the grade appeal.