

Graduate Grade Appeal Process

The evaluation of student performance is recorded on the student's University transcript as part of the student's permanent record. The grade is determined by the faculty member responsible for the course and is based upon factors related to achievement of the course objectives. The course grade is considered final unless an appropriate appeal is filed by the student. For the student who is dissatisfied with a grade and has a reason to believe the grade issued is incorrect, the following appeal procedure is provided by the Graduate School and the University.

Level 1: Within the following term, the student shall confer with the instructor who issued the grade and outline the reasons why he or she believes the grade is incorrect. If the faculty member is unavailable, the student is expected to contact the program director, department chairperson, or the head of the Graduate School within this same time period. Following the student-faculty conference, the instructor shall advise the student of the outcome of the course grade review in writing within 14 days and shall process a grade change if appropriate.

Level 2: If the student still considers the grade to be incorrect, the student may formally appeal the grade within two weeks after receiving the faculty response letter from Level 1. The student may request in writing that the program director and department chairperson review all the data from Level 1 and any additional information deemed pertinent by the student and/or faculty member and make a decision regarding the appeal. The program director and department chairperson must respond in writing to the student involved, the faculty member, and the head of the Graduate School within two weeks regarding the chairperson's decision on the appeal.

Level 3: The student may continue the appeals process by requesting in writing that the head of the Graduate School review all data from Levels 1 and 2 and any additional information received from the student, faculty member, program director, and department chairperson and make a decision on the appeal. This level of appeal must be initiated by the student in writing within two weeks from receiving the chair's written decision from Level 2. Within two weeks from the initiation of Level 3, the head of the Graduate School must inform the student, faculty member, program director, and department chairperson of the decision regarding the appeal in writing.

Level 4: If the student is still dissatisfied, he or she may continue the appeal process from Level 3 within 14 days of receiving the decision from the head of the Graduate School by requesting in writing that the Graduate Student Rights Committee hear the appeal. The Graduate Student Rights Committee must call a hearing of issues within 30 days of receiving the written request from the student. The student, faculty member, program director, department chairperson, and the head of the Graduate School will be informed in writing within five school days of the decision of the Graduate Student Rights Committee. The decision of the Graduate Student Rights Committee is considered final.

Appeal for Late Withdrawal from a Graduate Course

If a student does not drop a course or withdraw from a graduate course prior to the last day of finals, the student may appeal to the Graduate Student Rights Committee for review. Appeals are granted for extenuating circumstances that are related to the course or courses being appealed. Requests to the Graduate Student Rights Committee must be in writing. The student must provide evidence supporting their request. The request and supporting materials should be provided to the Graduate School, and the student should allow two weeks for a decision by the Graduate Student Rights Committee. The decision of the Graduate Student Rights Committee is considered final.