Grade Appeals System

Final Grade Awarded by Instructor

Student and Instructor Discuss Grade (*within 30 days*)

Not Resolved

Student Submits Written Statement/ Evidence to Department Chair (*within 15 days*)

Grade Appeals Screening Committee Meets & Reviews (*within 20 days*)

Warrants Further Review

Grade Appeals Board Meets (*meeting arranged within 20 days*)

Original Grade Not Upheld

Board Recommends Alternative Grade

Issue Resolved

Does Not Warrant Further Review

Appeal Ends

Original Grade Upheld

Appeal Ends

Department Chair Assigns Alternative Grade