

**COLLEGE OF SCIENCE
GRADE APPEAL/DISPUTE PROCEDURE**



University policy 6800 states that the assignment of a grade is the sole prerogative of the instructor of the course. It is incumbent on the instructor to establish the criteria for grading in the syllabus that is distributed at the beginning of the semester. All grades are to be based on established grading criteria and not on personal conduct or opinions unrelated to academic standards.

Steps to Appeal a Grade:

1. **First, the student attempts to resolve the matter with the instructor.** If a student feels that a grade has been calculated incorrectly or has been assigned in a prejudiced or capricious manner, the student should discuss the matter with the instructor.
2. **Second, the student should appeal to the department/division head.** If discussion between the instructor and the student cannot resolve the issue, the student should appeal to the department/division head.
3. In the unusual circumstance that resolution does not occur at the departmental/divisional level, the student may appeal to the college academic dean (not the dean of the college) of the course who will attempt to reconcile the matter by whatever mechanism seems most appropriate for that college and for that case.

A grade appeal must be made by the student, and as soon as possible but no later than the student's subsequent semester of enrollment, after the grade in question has been assigned.

Term the course was taken: **Fall** **Winter** **Spring** **Summer** Year _____

First & Last Name _____ Last 4 digits of Student ID _____

Has requested to appeal the grade received in the course below:

Course Information	Course Title	Grade Received	Instructor of the Course
<i>EX: COS 1004</i>	<i>Explore Science Seminar</i>	<i>D</i>	<i>Vivek Shastry</i>

Provide the reason for the appeal (a detailed description and supporting documents can be attached as separate documents):

If no resolution can be reached with the instructor, the student has the right to have their appeal reviewed by the department head of the instructor.

Department Head of Instructor	Signature	Date	Department Head Decision
			Approve Deny

If no resolution can be reached with the department head, the student has the right to have their appeal reviewed by the academic dean of the instructor.

Associate Dean of Instructor	Signature	Date	Associate Dean Decision
Dr. Michel Pleimling COS Academic Dean			Approve Deny