



## Appealing a Final Grade

Students who believe their final grade is an inaccurate assessment of their academic performance may appeal their final grade.

### STEP 1

- Meet with your course instructor to discuss your concerns with the final grade and your request for a change in grade.
- If you and your instructor fail to agree that the final grade is an accurate assessment of your work, you may meet with the Head of Department responsible for the course. The Head of Department will review your concerns, discuss the matter with your instructor and advise you of the decision.
- Upon hearing the decision, if you still believe your final grade is an inaccurate assessment of your work, proceed to Step 2.

### STEP 2

- Complete the *Final Grade Appeal Request* and attach any evidence/documentation in support of your request for a change in grade.
- Have your course instructor sign off on the *Final Grade Appeal Request* to verify that you discussed your concerns and request for a change in grade with the instructor.
- Forward the completed *Final Grade Appeal Request* to the Dean of Academic Administration **no later than 15 business days after the start of the fall or spring semester immediately following the semester in which the grade was assigned.**

Within 5 business days of receipt of your request, the Dean of Academic Administration will convene a meeting of the Final Grade Appeal Panel to consider your request for a change in grade.

The Panel may meet with you and your instructor, individually or together, to discuss your appeal.

After a full consideration of the findings, the Panel will deny or uphold your request for a change in grade.

**The decision of the Panel is final and is the final step in the grade appeal process.**