



### **Policy on the Appeal of Final Grades for Individual Courses**

A student may appeal a final grade in a course under the following specific conditions:

1. The student may submit an appeal based on the claim that the professor of the course failed to adhere to the stated grading policy of the course as the policy appears in the course syllabus.
2. The student may submit an appeal based on a claim that the professor of the course was discriminatory in failing to apply documented criteria for grading that appears in the course syllabus when determining the student's final grade.

Any student wishing to appeal a final grade should first discuss the grade with his or her professor. If the student is unable to resolve the grievance over a final course grade through consultation with the professor, a written request for review of the course grade should be submitted to the chair of the department or the director of the program in which the course was taught.

**Written requests for review of a final course grade by a department chair or program director must be submitted no later than the end of the second week of the next regular, academic semester.**

If the grievance over a final course grade cannot be resolved through the meeting with the department chair or program director, the student may submit a final appeal in writing to the Academic Dean.

**The written request to the Academic Dean must be submitted within two weeks of the final meeting with the department chair or program director.**

The decision on the appeal of a final course grade by the Academic Dean is final and cannot be appealed.