

THE GRADE APPEALS PROCESS

Evaluation of student performance in a particular class is the sole responsibility of the assigned instructor. Resolution of a grade dispute may or may not result in a grade change. However, any change made must be initiated and authorized by the instructor of record.

1. A student who thinks there has been a serious grading error should first discuss the grade with the course instructor.
2. If, after discussion with the instructor, the issue remains unresolved, the student may present his or her concerns to the instructor's department chair in writing by the end of the first week of class in the semester following the course in question.
3. The department chair or designee will review the matter and provide a written recommendation to the student and the instructor within ten working days following receipt of the student's written appeal. The recommendation may or may not request the instructor to meet once again with the student.
4. If the student remains unsatisfied with the recommendation and its outcome, he or she may request review by a two-member faculty committee consisting of one member appointed by the chair and one member selected by the student.
5. Within ten days of the student's request, the committee shall make a written report available to the student and to the instructor, with a copy to the department chair.
6. The instructor retains the final responsibility of grade assignment. Following the conclusion of the grade appeal process, the student may seek advice and assistance from the School of Business programs office of the Warrington College of Business Administration or from the University Ombudsman.