

CHAPTER 9

GRADE APPEALS, COMPLAINTS, AND GRIEVANCE PROCEDURES

9.1 GRADE APPEALS

Grade appeals must be made within eight weeks following the end of the semester.

The steps for **appealing a grade** are as follows:

1. The Student must first speak with the instructor of the class to attempt to resolve the appeal.
2. If an agreement cannot be reached, the student must then speak with the dean under which the course falls.
3. If an agreement still cannot be reached at this point, the student should obtain a grade appeal form from the Academics Office, complete the form, and return it to the Academics Office along with any supporting documentation.

The Vice Chancellor for Academics will review the information on the form, investigate, and make a ruling. The decision of the Vice Chancellor for Academics shall be final.

Academics Office
State Hall, Room 201
501.882.8830