Appeal of grades

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To appeal a grade, the student must, as the indispensable first step, approach the faculty member who gave the grade and request a review and change of grade. If the faculty member agrees to change the grade, then the faculty member has the responsibility to notify the Office of the Registrar.

If the faculty member refuses to change the grade, then the student should discuss the concern with the chairperson of the department.

If the chairperson cannot resolve the concern, the student may submit a request for a review and change of grade to the Academic Standards and Integrity Committee via the appeal form. The request must be submitted within six weeks of the first day of class of the semester following that in which the contested grade was given.