

# Undergraduate Regulations and Procedures

---

## Grade Appeal Process

Consistent with the Grievance Process, students are encouraged first to address their issues of concern regarding grades directly with the course instructor to attempt a resolution. If a resolution cannot be reached, students must follow the following procedure:

- Contact the course instructor to discuss the grade dispute and attempt a resolution.
- If a resolution cannot be reached with the course instructor, the student must contact the Department Chair responsible for the course in question by providing a written petition outlining the dispute in detail.
- The Department Chair will notify the student in writing of the outcome.
- If a resolution cannot be decided at the Department Chair level, the student should then submit the original petition, the written decision from the Department Chair and a request for review to the Dean of the College (or designee) responsible for the course. He/she will render the final decision.
- The Dean of the College (or designee) will notify the student in writing of the final outcome.
- The deadline to submit a grade dispute petition to the Dean of the College is six weeks from the date the initial grade was issued.