CLAS Grade Appeal Process

Informal grade appeal

Instructor allegedly makes grade error → Student has discussion with instructor → Student satisfied with response → Grade is final

Student not satisfied with response → Submit within 30 days of final grade

Formal grade appeal

Submit written appeal to instructor within 10 days of receipt of appeal → Instructor revises grade → Student satisfied with response → Grade is final

Instructor declines to revise grade → Student not satisfied with response → Within 10 days of receipt

Formal appeal can only be made on grounds of (a) use of non-academic criteria in grading, (b) sexual harassment or assault and (c) evaluation of material not directly related to course.
Submit written appeal to chair

Chair determines grade was unfair. Instructor revises grade

Student satisfied with response

Grade is final

Chair determines grade was fair. Notifies appeal denied

Within 10 days of receipt

Submit written appeal to dean

Dean determines grade was unfair. Instructor revises grade

Student satisfied with response

Grade is final

Dean determines grade was fair. Notifies appeal denied

Within 10 days of receipt

Submit written appeal to provost

Provost determines grade was fair

Grade is final

Provost determines grade was unfair. Instructor revises grade

Within 30 days of receipt of appeal

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