

Grade Appeal Procedure

- 1) A student in the J. William and Mary Diederich College of Communication may appeal a final course grade that he/she feels was assigned in error. The student must exhaust all possibilities of resolving the problem with the faculty member assigning the final course grade before embarking on the formal appeal process.
- 2) If consultation with the faculty member does not lead to an acceptable resolution, the student may initiate, in writing, the formal procedure for appealing the grade to the department chair.
 - a) The appeal letter should include, but is not limited to, the following:
 - (i) Course name and number
 - (ii) Term the course was taken and completed
 - (iii) Grade received
 - (iv) Rationale for grade dispute (including evidence)
 - (v) Steps taken to resolve the grade dispute.
 - b) A grade appeal must be submitted by the final day officially scheduled for the removal of incompletes, approximately four weeks after the beginning of the regular academic semester immediately following the term in which the final course grade was assigned.
 - c) The department chair will consider the information in the appeal letter and at his/her discretion may meet with the faculty member and/or the student. The department chair will then make a decision concerning the appeal and communicate it in writing to the faculty member and the student.
- 3) If this does not lead to acceptable resolution, the student can appeal to the Associate Dean of the College of Communication. After consultation with the Associate Dean, the student may request to continue the appeal process. Upon such a request by the student, the Associate Dean will appoint a committee of three College of Communication faculty members to consider the grade appeal.
- 4) The appointed committee will:
 - a) consider course work
 - b) consult with the faculty member
 - c) consult with the student
 - d) consider the recommendation of the department chair
 - e) deliberate in a closed session, and
 - f) make a recommendation regarding the appeal to the Dean of the College of Communication.
- 5) The recommendation of the committee, with rationale, will be forwarded in writing to the Dean of the J. William and Mary Diederich College of Communication who will make the final disposition of the appeal, including informing the student and faculty member of the decision. The committee shall recommend either that the final course grade assigned remain the same or that the final course grade assigned change.
- 6) If the appeal is successful and a grade change is indicated, a Grade Change form may be approved by the Dean of the J. William and Mary Diederich College of Communication.