

## **Student Complaints (Academic Grade Appeals)**

Students are encouraged to discuss concerns and disputes over final course grades with the instructor prior to filing a formal grade appeal, in an effort to gain understanding about the basis of his/her grade. Instructors are encouraged to be available to students for such discussion regarding grades so that grade disputes, to the extent possible, are resolved informally prior to the initiation of a formal complaint.

In situations where such informal resolution does not occur or is not successful, the student may appeal the final course grade to the Division Dean. The appeal must be in writing and describe the precise reason for the appeal. Any pertinent information must be submitted with the appeal in order to be considered in this or subsequent appeals. The appeal must be submitted within the first semester immediately following the academic term (fall, spring, summer) that follows the term in which the final grade was submitted by the instructor. For example, if a student took an incomplete in a fall term course and completed the course work in the following spring semester, then an appeal of that grade must be submitted within the summer term immediately following. The Division Dean will provide a decision in writing to the student upon completion of the department review of the submitted grade appeal.

The student may appeal the decision of the Division Dean to the Vice President for Academic Affairs. The student may appeal the Division Dean's decision to the Vice President, in writing, within 10 business days of being notified of the Dean's decision. The Vice President will issue a decision to the student in writing within 10 business days of receiving the appeal. The judgement of the Vice President will be considered the final and binding decision on the matter. Decisions regarding grades may not be appealed to the Board of Regents (BOR Policy 6.26).

[\*\*Submit Academic Grade Appeal\*\*](#)