

**SCHOOL OF EDUCATION**  
**GRADE APPEAL POLICY**  
Approved by the SOE Faculty May 3, 2013

According to Faculty Policy Series #42, students have the right to appeal a grade when they believe that the grade was based on factors other than the student's academic performance in the course.

The stages of the appeal process are as follows:

- 1) Appeal to the Instructor  
As soon as possible following the assignment of the grade, the student must communicate with the instructor and explain concerns about the grade, seeking a resolution.
  
- 2) Appeal to the Chair  
If the problem is not resolved, the student may submit a written statement to the Chair of the Department, detailing the argument for a change of grade, specifically identifying and documenting those factors (other than academic performance) which the student believes affected the grade. The student must submit this written statement within 15 days following the start of the fall or spring semester immediately following the semester in which the disputed grade was assigned. The chair will forward a copy of this statement to the instructor.