



An appeal of a final course grade or other final comprehensive evaluation grade must be based upon grounds that one or more of the following influenced the grade assignment to the student's disadvantage:

1. Mathematical calculation or clerical error.
2. Capricious or arbitrary method of grading.
3. Probable discrimination based upon race, color, gender, sexual orientation, marital status, national origin, national citizenship, religion, age, disability or veteran status of the student.
4. Personal malice.
5. Evidence of personal bias or other partiality.
6. Retaliation.

To facilitate the entirety of a potential grade appeal process, course instructors are required to maintain an archive of each student's evaluation instruments (e.g., exams, quizzes, assignments, projects) for one academic term following completion of the course. Instructors are required to maintain an archive of the course gradebook in accordance with [Policy 6004 Archival of Course Materials and Gradebooks](#), for five years, or for a length of time to coincide with the students' completion of the academic program, whichever is longer. The evaluation instruments and course gradebook may be disposed of by the instructor following these respective intervals.

Step 1 – Resolution by Instructor

A student wishing to appeal a final course grade or final comprehensive exam grade (e.g., CSA exam) is required to first appeal the issue directly with the involved instructor or exam administrator. The appeal cannot be advanced to Step 2 prior to an attempt to resolve the issue with the instructor or exam administrator. A grade appeal is required to be made no later than day five of the next successive term. The appeal must be based upon the grounds listed above and must be made in writing, dated, and signed by the student. The course instructor or comprehensive exam administrator renders a decision within five class days of receipt of the appeal.

Step 2 – Resolution by Associate Dean or Program Director

The student may appeal the grade to the appropriate associate dean or program director only after appealing the matter with the course instructor or comprehensive exam administrator. The appeal to the associate dean or program director is required to be made in writing within five class days of the course instructor's or comprehensive exam administrator's decision.

Note: Grade appeals that involve the associate dean or program director may bypass step 2 and be submitted to the program dean (see step 3).

The associate dean or program director reviews materials or circumstances relevant to the grade appeal. If the associate dean or program director determines there is a reasonable or sound basis for the grade appeal, they schedule a meeting with the student and other necessary individuals to discuss the appeal. A decision is rendered within five class days.



Step 3 – Resolution by the Program Dean

If the student demonstrates to the satisfaction of the program dean that the associate dean or program director used a process that was inconsistent with expected UWS standards, or if the student presents substantive new evidence (not a restatement of existing evidence) for consideration that was not known by the associate dean or program director, the student may appeal to the program dean. In this event, the student may submit an appeal within five class days of the associate deans' or program director's decision outlining the new evidence or providing an explanation of how the appeal process was materially breached. The dean may meet with the course instructor or comprehensive exam administrator, student, and/or others as appropriate to discuss the grade appeal. The dean renders a decision within five class days of receipt of the appeal.

Step 4 – Final Appeal to the Provost

If the student disputes the appeal process or outcome of the dean's decision, they may submit the appeal to the provost within five class days of the dean's decision. The appeal must be in writing, dated, and signed by the student.

If the provost does not accept the basis for appeal, the appeal process ends and the dean's decision stands. If the provost accepts the basis for the appeal, they will schedule a conference with the student and other necessary individuals to discuss the appeal. The provost renders a final decision within five class days of receipt of the grade appeal.

Related Policies: [Policy 1207 Grading System](#)
[Policy 1215 Drop/Add](#)
[Policy 1218 Academic Standing](#)
[Policy 2006 Readmission](#)
[Policy 3804 Satisfactory Academic Progress for Financial Aid Eligibility](#)
[Policy 6004 Archival of Course Materials and Gradebooks](#)
[Policy 9009 Student Appeal of a University Decision](#)

Keywords: appeal, dispute, grade