



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 will 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 will maintain an archive of the course gradebook for a length of time to coincide with the students' completion of the academic program. 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 succeeding 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 exam administrator will render a decision within five class days of receipt of the appeal.

Step 2 – Resolution by Department Chair or Program Director

The student may appeal the grade to the appropriate department chair (chair) or program director (director) only after an unsuccessful attempt to resolve the matter with the course instructor or comprehensive exam administrator. The appeal is required to be made in writing within five class days of the course instructor's or exam administrator's decision.

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

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

Policy 1211 Grade Appeal

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Step 3 – Resolution by the Program Dean

If the student can demonstrate the chair or director used process that was inconsistent with expected UWS standards or has substantive new evidence (not a restatement of existing evidence) for consideration that was not known by the department chair or dean, the student may appeal to the program dean. In this event, the student may submit an appeal within five class days of the chair's or 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 will render 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 will end 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 will render a final decision within five class days of receipt of the grade appeal.

Related Policies: [Policy 1207 Grading System](#)
[Policy 1215 Drop/Add](#)
[Policy 1233 Academic Standing – DC Program and Undergraduate Studies](#)
[Policy 1234 Academic Standing – Graduate Studies](#)
[Policy 2006 Readmission](#)
[Policy 3804 Satisfactory Academic Progress for Financial Aid Eligibility](#)
[Policy 9009 Student Grievance and Appeal](#)

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