

Academic Grievances Policy (Grade Appeal)

Except under unusual circumstances, all grades, including the final grade for all written quizzes and examinations, will be determined by the Course Director. When extraordinary circumstances bring a student to seek an appeal of a decision regarding a classroom grade, the student must seek solutions through the following administrative channels, entering at the appropriate level and proceeding in the order stated below. All appeals must be in writing.

- Course Director;
- Program Director;
- Provost (final level of appeal).

Students seeking to resolve a grading concern through the administrative channels above must initiate formal action in writing within five business days from the date the final grades are submitted. The written appeal must state the circumstances surrounding the grade dispute, with specificity. Review of a student problem and complaint at each administrative level will be carried out as expediently as possible. If the student is not satisfied with the decision, he or she may appeal to the next administrative level. If the student chooses to continue the appeal, this must be done in writing within five business days of the date the decision was rendered at each level of the appeal, excluding weekends and official school holidays.