Grade Appeal Process

**Section 1:** Student prepares petition of appeal, including Section 1 of form, a written statement, and other documentation, if applicable.

**Section 2:** Upon receipt, instructor reviews materials and signs, providing a written response. Instructor forwards entire packet to director of school.

**Section 3:** After school director has received packet from instructor, student meets with director, with or without the instructor’s signature or attendance. Director reviews packet and signs it.

**Section 4:** After Dean has received packet from director, student meets with Dean. Dean reviews packet and signs it.

**Section 5:** Upon receipt of packet, Provost signs it and forwards it to chair of Grade Review Council. Student does not meet with Provost, but waits for decision from the Grade Review Council.

If the Council refuses to hear a case, a student may appeal to the Provost to ask that a hearing be called. If a hearing is held, the decision of the Council is final.