Student has concern about grade assigned.

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. Entire packet is left with the director, who signs it. If instructor is also director, the director should forward the entire packet to the Dean.

SECTION 4: After Dean has received packet from director, student meets with Dean. Entire packet is left with the Dean, who 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 student and director resolve the situation to the student’s satisfaction, process ends.

If student and instructor resolve the situation to the student’s satisfaction, no formal grade review is pursued.

If student is not satisfied with outcome but accepts that the grade was not assigned arbitrarily or capriciously, formal grade review is pursued.

If student is not satisfied with outcome and believes the grade to have been assigned arbitrarily or capriciously, continue to next step.

If student is not satisfied with outcome but accepts that the grade was not assigned arbitrarily or capriciously, no formal grade review is pursued.

If student is not satisfied with outcome and believes the grade to have been assigned arbitrarily or capriciously, director forwards entire packet to college Dean.

If student is not satisfied with outcome and believes the grade to have been assigned arbitrarily or capriciously, the Dean forwards entire packet to Provost.

If student is not satisfied with outcome and believes the grade to have been assigned arbitrarily or capriciously, the Dean forwards entire packet to Provost.

Formal grade review is initiated by student through the Office of the Provost (Hattiesburg or fully online) or the Vice Provost (Gulf Coast). Student receives appeal forms and instructions, and signs log.

If Gulf Coast, copy of the signed log is emailed immediately to Office of the Provost.

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.

Student has concern about grade assigned.

If the instructor of record is no longer employed at USM, student meets with the school director.

If student and instructor resolve the situation to the student’s satisfaction, no formal grade review is pursued.

If student is not satisfied with outcome but accepts that the grade was not assigned arbitrarily or capriciously, no formal grade review is pursued.

If student is not satisfied with outcome and believes the grade to have been assigned arbitrarily or capriciously, continue to next step.

If instructor is also director, the director should forward the entire packet to college Dean.

If student and Director resolve the situation to the student’s satisfaction, process ends.

If student is not satisfied with outcome and believes the grade to have been assigned arbitrarily or capriciously, director forwards entire packet to college Dean.

Student meets with Grade Review Council Chair—or Hearing Officer if the Chair is stationed at another campus. In-person meeting is preferred in either case. Council Chair/Hearing Officer explains process and required documentation.