

## Grade Appeal

Approved by Graduate Council May 6, 2009

Final course grades are to be awarded upon criteria communicated to the student at the beginning of the semester. Additional work or rework after a final grade was submitted cannot be used to change the grade.

If the student believes that an error has been made in the assignment or recording of a final grade, the student should first confer with the instructor. If such a conference does not resolve the problem, a grade appeal form must be submitted to the head of the academic department that offers the course in question. This appeal form must be submitted no later than six weeks after the beginning of the fall or spring semester immediately following the semester in which the grade being appealed was received.

The appeal form is available online on the Registrar's Office or Graduate School's webpage under forms.