



Students who wish to appeal matters related to grades, course policies, and pertinent academic procedure may submit a written letter of appeal and supporting documents to the Office of Academic Affairs.

The Chief Academic Officer (CAO) or his/her designee may, upon receipt and review of materials for appeal, uphold the findings or decisions in question or take jurisdiction of the matter and reach a decision. Should the CAO decline to take action, such appeals may then be forwarded by Academic Affairs to the Academic Standards Committee (ASC) for review. It is the duty of this committee to “receive and act on petitions from students regarding normal academic procedure and disputes with faculty over grades or course policies.”

The following should be noted:

- Students are expected to have addressed the concern with the professor of the course in question (if applicable), the chair of the department or program coordinator (if applicable), and the dean of the school before pursuing any appeal with the Office of Academic Affairs.
- Appeals of final course grades must be made within six weeks of the conclusion of the term in which the grade was received (see Change of Grades Policy [2.05.370]). Appeals received after six weeks will only be heard with the approval of the CAO.
- The ASC conducts its reviews based on the documents received. Therefore, any letter or documentation of appeal should specifically detail the reasons for which the student believes the committee should overturn, modify, or amend decisions of the professor, department chair/program coordinator, and/or school dean.
- Normally, the ASC will be concerned with grades, course policies, and institutional academic procedure. Normally, the committee will not hear appeals of procedure particular to schools or departments. The committee should only hear appeals with regard to school or departmental policies and procedures when it is determined that the appeal relates to unfair or inconsistent application of a policy or procedure. Upon receipt of a written appeal, the Office of Academic Affairs will offer to the professor, department chair/program coordinator, and/or school dean, the opportunity to submit documents explaining the rationale for the decision(s) in question.
- Upon receipt of all documents, the Office of Academic Affairs will convene a meeting of the ASC at a mutually convenient time to all members of the committee.
- The committee may then render a decision based on its review of the submitted documents.
- Review by the Office of Academic Affairs and/or the ASC is the final forum for appeals of the nature noted above.
- Normally, the Academic Standards Committee process should render a decision to the student within 30 days of receipt of a written appeal. In the event that the process will extend beyond 30 days, the student should be notified in writing of the delay, the reason(s) for the delay, and the anticipated completion date.