Grade Appeal Process

Instructor allegedly makes grade error

Discussion w/ Instructor*

Satisfied w/ response

Grade is final

Submit written appeal to Unit Head

Unit Head consults Instructor*

Unit Head determines grade was fair

Unit Head notifies appeal denied

Grade is final

Unit Head determines grade was unfair

Instructor revises grade

Instructor declines to revise grade

Unit Head appoints other Faculty to grade

Dean informed (reviews record for adherence to process)

Provost informed

*Before end of following academic quarter, not including summer quarter

*Must be submitted ≤ 10 class days after discussion w/ Instructor

*w/in 10 days of receipt of appeal

*Must be submitted ≤ 10 class days after discussion w/ Instructor

*Must be submitted ≤ 10 class days after discussion w/ Instructor

Key
(level of action)

- **Student**
- **Instructor**
- **Department or School**
- **College**
- **University**