

Grade Related Grievances

Updated: 02/22/2016

Contesting Grades on Exams or Assignments

During the semester, if a student would like to contest the grade of an exam or assignment, the following process is observed:

1. The student discusses with the professor the contested grade as soon as practicable.
2. The professor explains why the student received that grade.
 - a. If the student believes that the grade was arbitrary, he or she will petition the dean.
 1. Upon review, the dean will determine whether the grade remains or if the matter should be reviewed by two other faculty members.
 - b. After consultation with the reviewers, the dean will make the final determination.
 - i. In the event that the instructor in question was the dean, this process shall be followed by the associate dean.

Contesting Final Grades

Final grades are final. A student may challenge a final grade only by demonstrating that an error was made in computation or that an assignment was overlooked. Students must contact the registrar and the instructor within thirty days of the end of the semester.

The registrar and the instructor will review their records to determine whether an error was made and respond within a week.

Contesting Transfer Credits

In the case of contested transfer credits the following process is followed:

1. The student petitions the DPP Committee to reconsider the number of courses and credits accepted for transfer, offering additional or clarifying information about such courses/credits.
2. The DPP Committee convenes to discuss the petition and render its decision.
3. The DPP Committee informs the student of its decision.
 - a. In the event the student is contesting a decision originally made by the DPP Committee, the student will petition the Associate Dean who will review the matter and additional information, and

determine whether a second review is warranted by either the DPP Committee or another appropriate faculty committee.