

Procedure for Student to Appeal a Final Grade

Grade determination and awarding of a final grade in a course is clearly the responsibility of the instructor. Final grade reports should be available to the student within a reasonable time following the end of the course.

When a student becomes aware of a final grade that he or she believes is incorrect, the student may appeal the final grade received in the course. The student shall initiate the appeal process as soon as possible following the receipt of the grade. The appeal process shall be filed no later than 30 calendar days after the end of that semester and must be resolved within 120 calendar days following the initiation of the appeal.

Students may not use this procedure to challenge the substance or content of an exam, test item, or assignment.

At no step in the process are the instructor's questions or individual test items to be scrutinized. Only course syllabus (e.g., grading system) and letter or numerical grades as recorded in the instructor's grade book will be examined.

The procedures for appealing a grade are found in [Grade Appeals Complaint Procedure 100](#) under Student Rights & Responsibilities section.