

ACADEMIC GRIEVANCE AND APPEAL POLICIES

Grade Appeal Policy

Students may appeal a grade issued by an instructor if the student believes that the grade has been miscalculated or graded unfairly. Students have a period of 60 calendar days from the day grades are issued to question the accuracy and completeness of the official grade submitted. The academic record after that period will be considered final.

Step 1 The student should attempt to resolve the issue directly with the faculty member. If not resolved in 30 days, the student may proceed with step 2.

Step 2 The student presents the request in writing, with all supporting evidence, to the academic appeals committee within 60 calendar days of the grade being issued. After review, a written response will be sent to the student. The committee will make a determination within 30 calendar days of written request. The committee's decision is considered final.

Step 3 The student may appeal to the Vice President for Academics if he/she believes proper procedure was not followed. The Vice President will make a determination within 30 calendar days of written request.

Academic Integrity Appeal Policy

Students may appeal a notification of an academic integrity violation issued by an instructor or the University if the student believes that the violation is inaccurate. Students have a period of 60 calendar days from the day the notification is issued to question the accuracy of the official notification and/or grade issued due to such a violation notice. The academic record after that period will be considered final.

Step 1 The student presents a request in writing, with all supporting evidence, to the academic appeals committee within 60 calendar days of the notification being issued. After review, a written response will be sent to the student. The committee will make a determination within 30 calendar days of written request. The committee's decision is considered final.

Step 2 The student may appeal to the Vice President for Academics if he/she believes proper procedure was not followed. The Vice President will make a determination within 30 calendar days of written request.

Academic Grievance

Students may appeal decisions related to academic dismissal or other academic policies.

The student may contact the Associate Vice President for Academics, in writing, within 30 days of the incident. After review, a written response will be sent to the student.

If the student believes proper procedure was not followed, he/she may appeal to the Vice President for Academics and further determination will be made within 30 days of the written request.