

PROCESSES FOR APPEALING COLLEGE POLICIES AND ACADEMIC DECISIONS

STUDENTS' RIGHT TO PETITION

Each currently enrolled student has the right to petition the provost to waive any of the all-College academic regulations. Students may also petition the provost to review any other academic issue that has not been resolved first by the instructor, or when appropriate by the department chair, graduate program chair and then by the dean; in order to be considered, any such petition must be received by the office of the provost no later than the last day of classes of the fall or spring semester after the events which gave rise to the academic issue addressed in the petition. Petitions related to grades must first follow guidelines for grade disputes (see below).

Graduate programs may have earlier deadlines and condensed timelines for appeals than the college to permit the student to continue to progress in their coursework. Students should refer to the policies and procedures of their graduate program regarding appeal deadlines, timelines, and policies.

To petition the provost, the student should submit a written petition to the dean with a copy to the department chair and a copy to any faculty member(s) involved. The dean sends the petition to the provost, along with their recommendation. Each petition is considered by the provost or designee on an individual basis and is decided based on the facts that pertain to the particular student's situation. Graduate programs, when it is appropriate and feasible, the provost or designee consults with the individuals involved before making a final decision.

POLICY ON GRADE DISPUTES

Grade disputes should be resolved directly between the individual faculty member and the student. If that is not possible, the department chair and/or dean may intervene for purposes of mediation. Any student disputing a grade must provide written notification of the disputed grade to the faculty member, no later than two weeks from the date when classes begin in the following fall or spring semester. Failing resolution of the matter at the school level, the student may petition the provost as described under "Students' Right to Petition" above. The final resolution of the dispute will be made by the provost. As a general principle, the authority to change a grade rests with the individual faculty member. Exceptions made by the provost occur only for the most compelling reasons.