

SHRS Grade Appeal Process

If a student feels a grade had been assigned incorrectly or improperly, the following appeal process should be followed:

- Every effort should be made first with the course instructor to come to a mutually agreed upon resolution.
- If the student and course instructor are unable to resolve the grade in question, the student should contact the director of their academic program. The program director may consult with the course instructor as well as their department chair or vice-chair, as appropriate, to arrive at a decision regarding the grade.
- If the program director and chair are unable to arrive at a resolution, the matter should then be referred to the applicable Associate Dean for Undergraduate or Graduate Studies. The Associate Dean will have the final say regarding the resolution of the grade disagreement.
- If the student continues to disagree with this resolution, they may contact the SHRS Ombudsperson.