

**SCHOOL OF MANAGEMENT  
COLLEGE OF ARTS AND SCIENCES  
PROCEDURES FOR CONTESTING A FINAL GRADE**

The following steps will be required of students who are contesting a grade:

- Step 1: Student notifies the Program Director and conferences with the faculty member who has submitted the grade within 30 business days of receiving the final grade. If there is no Program Director or if the Program Director is also the instructor, the student notifies the Dean.
- Step 2: If the student remains unreconciled, s/he she may appeal in writing within 15 business days of Step 1 to the Program Director. Student must state reasons for appeal.

Program Director will contact the instructor to discuss the appeal as well as provide an opportunity to meet with the student for clarification.

- Step 3: Program Director will contact the student in writing within 15 business days of receipt of the appeal with the decision "mutually agreed upon" with the instructor. Advisor will receive a copy of the written decision.
- Step 4: If the student remains unreconciled, s/he may appeal in writing within 15 business days to the Dean, who will then judge the appeal in consultation with two appointed faculty members. The instructor and the appealing student will submit copies of all relevant materials to the Dean. The Dean will attempt to resolve the matter through consultation with the instructor, the student and the program director of the relevant department as needed. The Dean contacts the student in writing within 15 business days of receipt of the student's written appeal with the decision.

Step 5: Students may appeal the decision of the Dean in writing to the Vice President for Academic Affairs or designee. Written notification of the decision of the Vice President for Academic Affairs or designee will be forwarded to all parties concerned within 15 business days of receipt of the student's written appeal. All judgments of the Vice President for Academic Affairs or designee are final.

Dean of the School of Management: Gerard Zappia

Dean of Arts and Sciences Dr. Deborah Dooley

Interim Assistant to the Vice President for Academic Affairs – Dr. Robert Marino

Vice President for Academic Affairs Dr. Sara Varhus

10/12/09