Appeals to grades should be made within two weeks of posting. An appeal begins with the instructor and may continue to the department chair and the full departmental meeting. Matters of academic worth can only be settled by practitioners of the discipline in question; therefore, they must be decided within the department. A student has a right to expect thoughtful and clearly defined grading policies, but must also recognize that standards vary.

If a student is unsatisfied with the outcome of this informal process, he/she may appeal to the Academic Dean. The Dean will only become involved in situations involving final course grades. Further, the Dean will not attempt to settle any matter involving the inherent value of academic work.

The Dean may bring the appeal to the Academic Standards and General Education Committee.

ASGE examines grade appeals to discover whether they are based on matters of procedure and process. Procedural/Process questions include:
1. Arbitrariness: the grade awarded represents a substantial departure from accepted academic norms;
2. Failure to follow stated policies.

NOTE: If prejudice based on race, ethnicity, gender, age, or disability is alleged, the claim must go to the Director of Human Resources.

Both the student and the teacher may submit relevant evidence to ASGE, in writing. They do not appear in person.

The decision of the Dean, as advised by the Academic Standards and General Education Committee, is final.

January 2008