

# MCLA

## Undergraduate Grade Appeal

**MCLA Undergraduate Grade Appeal Policy:** In cases involving appeals of a course grade, a student has one month into the following semester to initiate an appeal relating to grades earned in the regular Fall or Spring semesters. In all other cases (e.g. summer) the student has one month after receipt of the grade to initiate an appeal. No grade appeals can be made after these deadlines.

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**STEP 1** Student presents an Undergraduate Grade Appeal Form and written request for grade appeal detailing all the facts relevant to the appeal to the instructor. The instructor and student must discuss the appeal. The instructor must respond in writing within one week of meeting with the student.

\_\_\_\_\_  
Date submitted to Instructor

\_\_\_\_\_  
Date Student and Instructor Meet

\_\_\_\_\_  
Date of Instructor's written response  
*(Must be within one week of meeting)*

- Student written request detailing rationale for grade appeal attached
- Instructor written response attached

### STEP 1 OUTCOME

- Student approves of STEP 1  
Appeal will not move to STEP 2
- Student dissatisfied with STEP 1  
Appeal moves to STEP 2

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

**STEP 2** Student presents the Undergraduate Grade Appeal Form, written request for grade appeal, and the instructor's response to the Department Chairperson. The Chairperson must discuss with the student and consult with the instructor. The Chairperson must respond in writing within one week of meeting.

\_\_\_\_\_  
Date submitted to  
Chairperson

\_\_\_\_\_  
Date Student and  
Department Chairperson meet

\_\_\_\_\_  
Date of instructor's written response  
*(Must be within one week of meeting)*

- Chairperson's written response attached

### STEP 2 OUTCOME

- Student approves of STEP 2  
Appeal will not move to STEP 3
- Student dissatisfied with STEP 2  
Appeal moves to STEP 3

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

# STEP 3

Student presents Undergraduate Grade Appeal Form, written request for grade appeal, instructor's response, and the Department Chairperson's response to the Dean of Academic Affairs. The Dean will read and discuss all statements with the student and other parties.

\_\_\_\_\_  
Date submitted to  
Dean of Academic Affairs

\_\_\_\_\_  
Date of Dean's meeting with  
student and other parties

## STEP 3 OUTCOME

Student approves of STEP 3  
Appeal will not move to STEP 4

Student dissatisfied with STEP 3  
Appeal moves to STEP 4

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Academic Affairs Signature

\_\_\_\_\_  
Date

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# STEP 4

The Dean of Academic Affairs will forward all information to the Registrar who will call a meeting of the Academic Appeals Committee. Requests for a hearing before the Committee must include written statements from all parties. Such requests must be made to the Registrar within thirty days of initiating the appeal.

\_\_\_\_\_  
Date submitted to Registrar

\_\_\_\_\_  
Date of Academic Appeals Meeting

Academic Appeal Committee  
decision attached

## STEP 4 OUTCOME

Resolution of the Academic Appeals Committee is final. Copies of all written statements will become part of the permanent record in the Registrar's Office.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of the Academic Appeals Committee Signature

\_\_\_\_\_  
Date