

# Grade Dispute Procedure

\*At no point in this process, will a decision be made by an administrator.

\*All records from the grade dispute process will reside in the student's file in the Provost's Office.

Step	Action Required	Responsible Party	Timeline
1	The student will initiate in writing a one-on-one conversation with the faculty member who assigned the disputed grade. If the faculty member is unable to respond to the student within 5 days of receiving the initial contact, the student may move directly to Step 3.	Student	Within 5 business days after posting of final grades for the semester in which the grade was assigned.
2	The faculty member and student will meet for a one-on-one conversation to discuss the written request regarding the disputed grade. The faculty will inform the division Dean of this conversation no matter the outcome.	Faculty	Within 5 business days of receiving the written request from the student.
3	If the student deems the outcome of Step 2 is unsatisfactory, the student will inform the faculty and division Dean that the conversation with the faculty did not resolve the dispute and request a meeting with the Dean.	Student	Within 5 business days of the conclusion of Step 2.
4	The Dean will schedule meetings with the student and faculty to provide mediation and input. The faculty will provide a decision regarding the grade appeal within 3 business days of meeting with the Dean.	Dean	Within 5 business days of receiving the student's request pending schedule availability of the Dean and faculty.
5	If the student deems the outcome of Step 4 unsatisfactory, the student will inform the Dean that the mediation did not resolve the dispute and request a meeting with the Provost in writing.	Student	Within 5 business days of the conclusion of Step 4.
6	The Provost will convene a grade dispute committee (GDC) consisting of 3 faculty members from the same or closely related division as the faculty with whom the dispute was initiated.	Provost	Within 5 business days of meeting with the student pending faculty availability.
7	The GDC will hold a formal hearing that includes the student, faculty, and GDC members.	GDC	See Step 6
8	The GDC will communicate the results of the hearing to the Provost. GDC Within 5 business days of the hearing. 9 The Provost	GDC	Within 5 business days of the hearing.
9	The Provost will communicate the results of the hearing to the student, Dean, Registrar, and faculty member. The decision of the hearing is final and ineligible for further dispute or grievance processes.	Provost	Within 5 business days of receiving decision from the GDC.