

**STEVEN L. CRAIG SCHOOL OF BUSINESS & TECHNOLOGY**  
**Missouri Western State University**

**STUDENT GRADE APPEAL PROCEDURES**

It is the responsibility of the student to initiate the grade appeal process.

The following Grade Appeal Procedures are adhered to by the Craig School of Business & Technology (CSBT):

1. The student meets with their instructor to discuss the course grade fully no later than thirty (30) calendar days into the succeeding regular academic semester, beginning with the first day of classes. Grade appeals will not be heard during the summer months.
2. In the event the problem cannot be resolved, the student must meet with the CSBT Assistant to the Dean.
3. If there is no resolution of the problem, the student may write an appeal letter to the CSBT Grade Appeals Committee no later than ten calendar days after the aforementioned 30 day deadline. This letter is to be delivered to the CSBT Assistant to the Dean to be forwarded to the committee.
4. Once the letter and supporting materials have been received by the chair of the committee, copies are distributed to committee members for review.
5. The committee meets to consult and discuss the appeal to determine if there are grounds for upholding the appeal. The criteria used to determine the validity of an appeal are the same as those of the University and as stated in the Student Handbook.
6. The committee communicates its decision and recommendation in writing to the CSBT Dean.
7. The CSBT Dean will notify the student in writing, of the decision within thirty (30) calendar days of the receipt of the written appeal.
8. If the appeal is not resolved at the CSBT level, the student may appeal to the Academic Regulations and Standards Committee in accordance with their rules and regulations. This step shall be in writing no later than ten (10) calendar days after receipt of the CSBT decision. The CSBT will forward all pertinent documents to the committee. The committee will provide written notification of its decision to the student, instructor, and CSBT Dean within thirty (30) calendar days of receipt of written appeal.

STEVEN L. CRAIG SCHOOL OF BUSINESS & TECHNOLOGY  
STUDENT GRADE APPEAL FORM

Semester Final Grade Posted: \_\_\_\_\_

Date student and faculty member discuss grade appeal: \_\_\_\_\_

(No more than 30 calendar days into the succeeding regular academic semester, beginning with the first day of classes)

Appeal approved and grade changed:

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appeal disapproved:

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date student and Assistant to the Dean discuss appeal: \_\_\_\_\_

Date appeal letter submitted by the student to the Assistant to the Dean and forwarded to the CSBT Grade Appeals Committee: \_\_\_\_\_

(No later than 10 calendar days after the aforementioned 30 day deadline)

Date CSBT Grade Appeals Committee meets to discuss the appeal: \_\_\_\_\_

Date CSBT Grade Appeals Committee submits its decision and recommendation to the CSBT Dean: \_\_\_\_\_

Date CSBT Dean notifies the student in writing of the decision: \_\_\_\_\_

(Within in 30 calendar days of the receipt of the written appeal)

Date student submits appeal to the Academic Regulations and Standards Committee:  
\_\_\_\_\_

(No later than 10 calendar days after receipt of the CSBT decision)

Date Academic Regulations and Standards Committee provides written notification of final decision: \_\_\_\_\_

(Within 30 calendar days of the receipt of the written appeal)