

Department of Education
Grade Appeal Procedures

Grounds for Appeal

The MWSU Student Handbook allows for grade appeal only under the following circumstances and the Department adheres to these grounds:

1. Clerical error, or
2. Capricious grading, defined as
 - The assignment of a grade to a particular student on some basis other than the performance in the course;
 - The assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students in the course;
 - The assignment of a grade by a substantial departure from the instructor's previously announced standards.

Student Responsibility

1. It is the responsibility of the student to initiate the grade appeal procedure.
2. The student must first discuss the course grade fully with the instructor of the course. This must be done no later than thirty (30) calendar days into the succeeding semester beginning with the first day of classes.

Departmental Responsibility and Procedure

1. If an agreement cannot be reached, the student would appeal to the chairperson in writing. The appeal must be no later than ten (10) calendar days after the aforementioned thirty (30) day deadline.
2. In the event that the Department Chairperson is the recipient of the original grievance or directly involved, the Dean of Professional Studies will assume the position normally associated with the Department Chairperson.
3. The chairperson would consult with the faculty member concerning the grade appeal.
4. The Department Chairperson would notify the student, in writing, of the department's decision within thirty (30) calendar days of receipt of the written appeal.
5. If the appeal is not resolved at the departmental 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 the ten (10) calendar days after receipt of the departmental decision. The committee will notify, in writing, the student, instructor, and department of its decision within thirty (30) calendar days of the receipt of written appeal.