

Challenging a Grade - Undergraduate

If you think you have been treated unfairly in a **final** grade, here is the process:

1. You may discuss it with the faculty member who gave the grade, or with the dean of the college in which the course was taught. This must occur within **three** weeks after grades were mailed.
2. If you don't resolve the issue with the faculty member and/or the college dean, submit a written statement to the Dean of Undergraduate Education detailing the grievance.
3. The Dean of Undergraduate Education will ask the faculty member to submit a statement about the basis for the grade.
4. The Student Academic Standards Committee and Dean of Undergraduate Education will review the challenge.
5. The committee will report its findings to the student, the faculty member, the student's adviser, and the Vice Present for Academic Affairs.
6. The committee makes the final decision on the grade.

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