

Grade Appeals – MBA Policy

TIME LIMIT FOR APPEAL - Grade appeals submitted by students in the School of Business Administration will be objectively and promptly reviewed. A grade appeal may be initiated, provided that it is done within 14 calendar days following the end of the academic term in which the grade was assigned and provided further that one of the following three criteria is met:

1. That the grade received appears to be inconsistent with the performance of the work required and recorded for that course;
2. The grade received is inconsistent with what has been recorded for the course;
3. The grade received was explicitly determined by criteria other than the stated criteria system for that course.

PROCEDURES FOR APPEAL- If a student wishes to appeal a grade and can provide evidence that one of the criteria above has been violated, the following appeals procedure is to be followed:

1. The first appeal is made directly to the course instructor awarding the contested grade. No appeal will be further considered if this first step is not followed. If this appeal is unsatisfactory to the student, he/she may then register a second appeal.
2. The second appeal is to be submitted in writing by the student to both the Department Chairperson and MBA Director with fully supporting facts and documentation for review. The appeal to both the Department Chairperson and the MBA Director must be filed within 14 calendar days immediately following the conclusion of the first appeal.
3. A third and final appeal may be made to the Associate Dean for Graduate Programs, School of Business Administration, by either the student or the course instructor. This final appeal must be filed within 14 calendar days immediately following the conclusion of the second appeal. The Associate Dean will appoint and chair a Grade Appeal Review Committee to gather the facts and make a recommendation. The Committee will make a decision based on the evidence presented. The student, course instructor, Department Chair, and MBA Director will be advised of the Committee's findings.

CHANGE OF GRADE - If a grade change is warranted, either the Department Chair, MBA Director, or the Associate Dean will execute a change of grade form.