

- B. In the event that the meeting with the faculty does not resolve the student's complaint about the grading process or if the student is unable to meet with the faculty member, the student may meet with the Department Chair (supervisor) of the instructor. The meeting must take place within five working days of meeting with the instructor.
- C. In the event that the meeting with the Department Chair does not resolve the student's complaint about the grading process, the student may request a meeting with the supervising Dean. The student must make an appointment and/or submit a written request within 5 working days after receiving the Department Chair's response. The Dean will review the written request for a grade review, talk with the student, discuss the situation with the faculty member and Department Chair, read the syllabus, review the grades earned during the course and determine whether or not the grades were correctly awarded. The Dean will notify the student and the faculty member of the decision in writing within 5 working days.
- D. If the Dean determines that the grade was fairly awarded, the student may appeal the Dean's decision to the Vice President of Education and Training within 5 working days of the Dean's decision. The Vice President of Education and Training will review all materials including the syllabus and grades. The Vice President of Education and Training will notify the student and Dean of their decision in writing within 5 working days.
- E. The decision of the Vice President is final.

Faculty Grade Change Appeal:

If the Dean determines that the grading policies published in the syllabi have been violated in awarding the grade or if the grade was awarded in a capricious or discriminatory manner, the Dean will request in writing within 5 days that the faculty member re-evaluate the grade and submit a change of grade form. If the faculty member has left employment or is unable to be contacted, the Dean will meet with the Vice President of Education and Training for validation of the decision and submit a grade change form.

- The faculty member may appeal the Dean's request to the Vice President of Education and Training within 5 working days. The Vice President of Education and Training will meet with the faculty member and the Dean, review the syllabus and grades to determine whether or not the grade was based on the grading criteria as published in the syllabus or if the grade was awarded in a capricious or discriminatory manner. The Vice President will notify the student and faculty member of their decision in writing within 5 working days after the faculty member's appeal.
- The decision of the Vice President of Education and Training is final.