



Grade Appeal Procedures

This process is to be used when requesting a better grade in a course.

The evaluation of student performance as a grade is recorded on the student's University transcript as part of the student's permanent record. The student's grade is determined by the faculty member responsible for the course and is based upon factors related to achievement of the course objectives. The course grade is considered final unless an appropriate appeal is filed by the student. For the student who is dissatisfied with a grade and has reason to believe the grade issued is incorrect, the following appeal procedure is provided by the University:

Step 1

Within the subsequent term (fall or spring) following the date of the original posting of the grade, the student shall complete the Grade Appeal Form and confer with the instructor who issued the grade and outline the reasons why they believe the grade is incorrect. If the faculty member is unavailable or no longer with MSU, the student is expected to contact the chairperson or Assistant Vice President of Academic Affairs within this same time period. Following the student-faculty conference, the instructor shall advise the student of the outcome of the course grade review and shall process a grade change if appropriate or document the decision on the Grade Appeal Form.

Step 2

If the student still considers the grade to be incorrect, the student may formally appeal the grade in writing to the department/division chair in which the faculty resides within fourteen (14) calendar days following the completion of Step 1. Following the student-department/division chair conference, the chair shall advise the student of the outcome of the course grade review within fourteen (14) calendar days and shall process a grade change if appropriate or document the decision on the Grade Appeal Form.

Step 3

If the student still considers the grade to be incorrect, the student may formally appeal the grade in writing at the administrative level by contacting the Assistant Vice President of Academic Affairs (AVPAA) within fourteen (14) calendar days following the completion of Step 2. Following the student-AVPAA conference, the AVPAA shall advise the student of the outcome of the course grade review within fourteen (14) calendar days and shall process a grade change if appropriate or document the decision on the Grade Appeal Form.

Step 4

If the student is still dissatisfied, the student may request that the case be reviewed at a hearing by the Student Rights Committee. The formal request for the hearing must be received by the Registrar within fourteen (14) calendar days after the completion of Step 3 and show documentation of Steps 1, 2, and 3. The Vice President of Academic Affairs will schedule a formal hearing. Following the hearing, the Student Rights Committee shall advise the student of the outcome of the hearing within fourteen (14) calendar days and if approved, the grade will be changed.

The Student Rights Committee will not review courses that have already been excluded from a students' GPA because they have been repeated.

The decision of the Student Rights Committee is considered final.



Grade Appeal Form

To be used to request a higher grade in a course. If requesting a late drop or W grade, please submit a [Student Rights Committee Appeal form](#).

Name _____ Student ID _____

Phone Number (____) _____ MSU Email Address _____

Course Number & Name _____ Term Enrolled _____

Student Signature _____ Date _____

Please attach a written rationale for step 2 and 3.

Step 1: Faculty Conference

I approve the student's request and will submit a Grade Change Form within fourteen calendar days.

I do not approve the student's request.

Instructor Signature _____ Date _____

Step 2: Department/Division Chair Conference

I approve the student's request and will submit a Grade Change Form within fourteen calendar days.

I do not approve the student's request.

Chair Signature _____ Date _____

Step 3: Assistant Vice President of Academic Affairs Conference

I approve the student's request and will submit a Grade Change Form within fourteen calendar days.

I do not approve the student's request.

AVPAA Signature _____ Date _____