

# MCLA

## Graduate Grade Appeal

**MCLA Graduate Grade Appeal Policy:** In cases involving grade appeals, a student is allowed 21 days after release of grades by the Registrar's Office to initiate an appeal. No grade appeals can be made after the above deadlines. The student initiates the appeal by obtaining a Graduate Grade Appeal Form from the Registrar's Office.

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**STEP 1** Student presents a Graduate Grade Appeal Form and written request for grade appeal to the instructor, Department Chairperson, or Program Director if the instructor is not available. The student and instructor discuss the issues indicated by the statement provided. The instructor must provide, in writing, a statement of his/her decision and transmit to the Registrar

\_\_\_\_\_  
Date submitted to Instructor

\_\_\_\_\_  
Date of Discussion

\_\_\_\_\_  
Date of Instructor's written response

- Student written request detailing rationale for grade appeal attached
- Instructor written response attached

### STEP 1 RESOLUTION

- Student approves of STEP 1  
Appeal will not move to STEP 2
- Student dissatisfied with STEP 1  
Appeal moves to STEP 2

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

- Does not request meeting with  
Dept Chair/Program Director
- Request meeting with  
Dept Chair/Program Director

**STEP 2** Registrar presents Graduate Grade Appeal Form, written request for grade appeal, and the instructor's response to the Department Chairperson/Program Director. The Chairperson/Program Director must respond in writing within two weeks of receipt. The Chairperson/Program Director must provide, in writing, a statement of his/her recommendations and transmit to the Registrar.

\_\_\_\_\_  
Date submitted to  
Chairperson/Director

\_\_\_\_\_  
Date of Chairperson/Director  
written response

- Chairperson's written response attached

### STEP 2 RESOLUTION

- Student approves of STEP 2  
Appeal will not move to STEP 3
- Student dissatisfied with STEP 2  
Appeal moves to STEP 3

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

# STEP 3

Registrar transmits Graduate Grade Appeal Form, written request for grade appeal, instructor's response, and the Department Chairperson/Program Director's response to the Chairperson of the Graduate Education Council. The Chairperson of the Grad Ed Council will call a meeting within 30 academic days of the receipt of material from the Registrar. The Council must review all material and confer with all parties. The student will be notified in writing of GEC recommendation by the Graduate Education Council Chair within 30 days following the meeting.

\_\_\_\_\_  
Date submitted to  
Grad Ed Council Chairperson

\_\_\_\_\_  
Date of Grad Ed Council  
Chairperson's written response

Grad Ed Council Chairperson's  
written response attached

## STEP 3 RESOLUTION

Student approves of STEP 3  
Appeal will not move to STEP 4

Student dissatisfied with STEP 3  
Appeal moves to STEP 4

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grad Ed Council Chairperson Signature

\_\_\_\_\_  
Date

# STEP 4

Registrar transmits Graduate Grade Appeal Form, written request for grade appeal, instructor's response, Department Chairperson/Program Director's response, and the Chairperson of the Graduate Education Council's response to the Dean.

\_\_\_\_\_  
Date submitted to Dean

\_\_\_\_\_  
Date of Dean's Written Response  
(must be within 10 days after receipt)

Dean written response attached

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date