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 deadline. The student initiates the appeal by obtaining a Graduate Grade Appeal Form from the Registrar's Office.

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

STEP 1 RESOLUTION

- Student accepts STEP 1 resolution
- Student written request detailing rationale for grade appeal attached
- Instructor written response attached
- Student Signature
- Instructor Signature
- Date
- Request meeting with Dept Chair/Program Director
- Department Chairperson/Program Director written response attached

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/director must provide, in writing, a statement of his/her recommendation and transmit to the Registrar.

- Date submitted to Chairperson/Director
- Date of Chairperson/Director written response
- Chairperson/Director written response attached

STEP 2 RESOLUTION

- Student accepts STEP 2 resolution
- Student written request detailing rationale for grade appeal attached
- Instructor written response attached
- Student Signature
- Date
- Request meeting with Dept Chair/Program Director
- Department Chairperson/Program Director written response attached
- Date
- Chairperson/Director written response attached
- Date
- Request meeting with Dept Chair/Program Director
- Department Chairperson/Program Director written response attached
- Date
- Chairperson/Director written response attached
- Date
STEP 3
Registrar transmits Graduate Grade Appeal Form, written request for grade appeal, instructor's response, and the Department Chairperson/Program Director 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 the GEC recommendation by the Graduate Education Council Chair within 30 days following the meeting.

<table>
<thead>
<tr>
<th>Date submitted to Grad Ed Council Chairperson</th>
<th>Date of Grad Ed Council Chairperson's written response</th>
<th>Grad Ed Council Chairperson's written response attached</th>
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STEP 3 RESOLUTION

☐ Student accepts STEP 3 resolution
Appeal will not move to STEP 4

☐ Student does not accept STEP 3 resolution
Appeal moves to STEP 4

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Grad Ed Council Chairperson Signature</td>
<td>Date</td>
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STEP 4
Registrar transmits Graduate Grade Appeal Form, written request for grade appeal, instructor's response, Department Chairperson/Program Director response, and the Chairperson of the Graduate Education Council's response to the Dean.

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<thead>
<tr>
<th>Date submitted to Dean</th>
<th>Date of Dean's written response (must be within 10 days after receipt)</th>
<th>Dean written response attached</th>
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<table>
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<tr>
<th>Student Signature</th>
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