

Grade Appeal

The University recognizes the right of a student to appeal a grade which she/he believes is incorrect and does not reflect the student's class performance. Issues related to harassment (sexual, racial, or other) should be referred to the Affirmative Action Officer. Grades, transcript information, drop/adds, withdrawals and other data perceived by the student to be in error must be protested by the student within thirty days. Appeals made after this time will not be reviewed. In no case will an appeal be heard after one year.

Students who believe an incorrect grade was awarded should seek a resolution with the instructor as soon as possible. If the student is not satisfied after attempting to reconcile the matter with the instructor, the student may appeal to the department chair of the department. This appeal must be in writing, accompanied by any relevant supporting documents, and must be initiated within 30 calendar days of the beginning of the semester immediately following the semester in which the grade was awarded (excluding summer school). The department chair shall provide a copy of the student's letter to the instructor and request a written response from the instructor. The instructor will provide the department chair with a written response within 10 working days. (Exceptions will apply when the instructor is not teaching, as in summer sessions, or when the instructor is on leave.) The department chair will provide the instructor's response regarding the appeal to the student. If not satisfied with the instructor's decision, the student may file a written appeal to the department chair within 10 days of receipt from instructor. The department chair must render a written decision within ten days of receipt of the appeal. In instances where an instructor indicates to a student that a grade adjustment is warranted, and fails to make the adjustment within ten working days, the student should inform the instructor's department chair.

If the student is not satisfied with the decision of the department chair, a further written appeal may be made to the Dean of the College/School. Copies of the written decision from the faculty member and the department chair must be attached to this appeal. This appeal must be made within ten calendar days of the decision of the department chair. After reviewing the appeal record, the Dean must render a written decision within ten days of receipt of the appeal. If the student does not agree with the decision of the Dean, the next level of appeal is the Office of the Provost. The student filing the appeal must submit the appeal in writing along with copies of all decisions of the faculty, department chair and Dean in order for the Office of the Provost to analyze the appeal. If the instructor happens to be the department chair or the dean, the appeal will be submitted in writing to the next higher academic officer (that is, to the dean if the department chair is the instructor or to the Provost if the dean is the instructor). In such cases, the decision of the Provost is final. The student must submit written denials from all levels before appealing to Office of Academic Affairs.

--excerpt from the *Tennessee State University Undergraduate Catalog 2017-2019*