

Section 14 - Student Process for Contesting a Grade

1. The Student must first inform the instructor in writing of his/her dissatisfaction of grade given and present reasons why they believe a higher grade is merited.
2. The instructor must respond to the student with a justification of the grade given. The instructor may offer to reevaluate the work and assess a new grade. If the instructor believes that the grade is accurate given the quality of the work performed by the student, the professor may;
 - a. Choose to maintain the current grade, or
 - b. May offer the student an opportunity to do additional work in order to improve the grade

Should the student choose to do additional work in order to improve the grade, the instructor must provide the student, in writing, precisely what work must be done to improve the quality of the grade and a precise timeline for completion of the work. This document becomes a contract with the student to which the student must agree.

If the faculty member chooses to maintain the existing grade for the course, and the student is unwilling to do additional work to improve the grade, the student may present their arguments, in writing, to the Dean of their school and request a mediation conference between the Dean, faculty and the student to come to some resolution of the dispute.