

Student believes there is an error in Final Grade. Consults with instructor. Is the issue resolved?

No. Student begins Grade Appeal Process (see form).

Yes. Process is complete.

VP of Academic Affairs responds with faculty member's response. Is the issue resolved?

No. VP of Academic Affairs creates Panel. Meeting occurs. Panel determines course of action.

Yes. Process is complete.

Grade is changed. Process is complete.

Grade is not changed. Is the issue resolved?

No. If student believes that procedure was not followed, he/she may petition the President.

Yes. Process is complete.

President reviews the documents. Was procedure followed?

No. President refers the Appeal back to the VP of Academic Affairs to begin again.

Yes. If the student disagrees, he/she may petition the Board of Trustees.

Board of Trustees reviews documents. Was procedure followed?

No. Board of Trustees refers the Appeal back to the VP of Academic Affairs to begin again.

Yes. Process is complete.