

Grade Appeals

Students may appeal any final course grade they believe to be in significant violation of clearly established written policies, a result of improper procedures or discriminatory. Before initiating a formal grade appeal, students must consult with the instructor assigning the grade and present evidence why they believe a grade to be in error. If this does not lead to resolution, students may initiate, in writing, a formal grade appeal. **To be considered, the written appeal must be submitted no later than the deadline, as noted in the Academic Calendar (<https://www.marquette.edu/central/registrar/calendars-exams-schedules.php>).** However, it may be in the students' best interest to appeal earlier than this deadline if their academic progress is dependent on the outcome of the appeal. In addition, students should consult with the college or school offering the course for which the grade is being appealed to determine if other requirements for the written appeal are in force.

Undergraduate, Graduate School, and Health Science Professional Grade Appeal Procedures

The written appeal must be submitted to the chair of the department offering the course or, in schools or colleges with no departmental structure, to the associate dean. Appeals for courses offered outside schools or colleges (e.g., CORE, HOPR) must be submitted to the director of the program offering the course, who will then designate a faculty member affiliated with the program as a point person to manage the appeal. In the case of MARQ courses, appeals must be submitted to the associate dean in the Klingler College of Arts and Sciences. The written appeal must provide the reason(s) students believe the recorded grade is incorrect. Students may present evidence of their performance and may also request that all other pertinent materials be supplied by the instructor. The chair, point person, or associate dean collects and analyzes the evidence in a timely manner. Evidence is gathered through consultations with the instructor, students and any witnesses. These consultations may be in person, by phone or by electronic means. Hard copies of relevant documents may also be requested. The chair, point person, or associate dean evaluates the appeal or chooses to designate an ad hoc committee for this purpose. The chair, associate dean, point person, or ad hoc committee consider the appeal and evidence, and make one of the following decisions: the assigned grade should remain; the course instructor is asked to reconsider the grade in light of information collected, and the reconsidered grade stands; or a grade change is warranted. The decision is communicated in writing within thirty days to students and the instructor with copies of the formal response placed in students' files and forwarded to the dean of the college in which the course is offered and any indicated grade changes filed with the Office of the Registrar.

Students have the right to appeal, to the dean of the college in which the course is offered, the decision of the chair, associate dean, point person, or ad hoc committee. For appeals arising from courses offered outside schools or colleges, students may appeal the decision of the point person or ad hoc committee to the director of the program offering the course. This appeal must be submitted in writing no later than fourteen days from the date of the formal response. The dean or director reviews the procedural evidence, which now includes all the evidence previously gathered, the students' appeal letters and the formal response from the chair, associate dean, point person, or ad hoc committee, and renders the final decision on the grade appeal. The decision is communicated in writing within thirty days to students and instructors, with copies of the formal response placed in students' files and any indicated grade changes filed with the Office of the Registrar. The decision of the director, or the dean of the college in which the course is offered, is final.

Graduate School of Management Grade Appeal Procedures

For Graduate School of Management courses, the process is as follows:

1. Students unable to resolve the issue with the faculty member make a formal, written appeal to the chairperson of the department in which the course was taught.
2. If unable to resolve the issue with the chairperson, students have the right to appeal in writing to the executive associate dean.
3. If still unresolved, students may appeal in writing, to the dean of the Graduate School of Management in writing.
4. The dean's decision is final, and no further appeal is available.
5. See more information on the Graduate School of Management current students website (<https://www.marquette.edu/business/graduate/current-students.php>).

For courses taught by other academic colleges/schools, the process is as follows:

1. These grade appeals are heard by the school or college that teaches the course and follow the procedures for that school or college.
2. The decision of the other academic college/school is final, and no further appeal is available.