

# Comprehensive and Doctoral Qualifying Examination Appeal Policy

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The Graduate School's Comprehensive and Doctoral Qualifying Examination Appeal Policy process applies **only to the first attempt** of a master's comprehensive examination or a doctoral qualifying examination. **Outcomes of second or subsequent attempts are not subject to appeal under this policy.** Students may appeal outcomes they believe to be in significant violation of clearly established written policies, a result of improper procedures or discrimination and may not be based solely on disagreement with the academic judgment of the examiner(s) or examination committee.

A written appeal must be submitted to the chair of the department administering the examination or, in schools or colleges with no departmental structure, to the associate dean of the college administering the examination using the **appeal form ([https://graduate.admissions.marquette.edu/register/comp\\_dqe\\_appeal/](https://graduate.admissions.marquette.edu/register/comp_dqe_appeal/))** within 14 calendar days of the date the student is provided the outcome of the examination. For examinations administered outside schools or colleges, appeals must be submitted to the director of the program administering the examination, who will designate a faculty member affiliated with the program to serve as the point person to manage the appeal.

The written appeal must clearly state the specific procedural grounds on which the student believes the first examination attempt did not comport with policy or procedure or was discriminatory. The student is also requested to suggest a remedy. Students may present evidence related to the alleged procedural error, policy violation, or bias and may request that relevant materials be supplied by the examiner(s) or examination committee.

The person to whom the appeal is submitted (e.g., chair, associate dean of the college administering the examination) or designated point person shall collect and review the evidence in a timely manner. Evidence may be gathered through consultations with the examiner(s), the student, and any relevant witnesses. These consultations may occur in person, by phone, or by electronic means. Hard copies of relevant documents may also be requested. The person to whom the appeal is submitted (e.g., chair, associate dean) or designated point person may evaluate the appeal or may designate an ad hoc committee for this purpose.

After reviewing the appeal and the procedural record, the person to whom the appeal is submitted, designated point person, or ad hoc committee shall make one of the following determinations regarding the first examination attempt:

1. The examination outcome shall remain unchanged;
2. The examiner(s) or examination committee shall be asked to reconsider the outcome in light of identified procedural issues, and the reconsidered outcome shall stand; or
3. A remedy consistent with applicable academic policies is warranted.

The decision shall be communicated in writing to the student and the examiner(s). Copies of the formal response shall be placed in the student's file and forwarded to the dean of the college administering the examination. Any approved changes shall be filed with the Office of the Registrar or the appropriate graduate records office. The decision will also be communicated in writing to the director of operations of the Graduate School.

Students have the right to appeal the decision of the person to whom the appeal was submitted, the designated point person or ad hoc committee to the dean of the college administering the examination. For examinations administered outside schools or colleges, students may appeal this appeal to the director of the program administering the examination, who will designate a faculty member affiliated with the program to serve as the point person to manage the appeal. This appeal must be submitted in writing using the **appeal form ([https://graduate.admissions.marquette.edu/register/comp\\_dqe\\_appeal/](https://graduate.admissions.marquette.edu/register/comp_dqe_appeal/))** no later than fourteen days from the date of the formal response.

The dean or designated person shall review the procedural record, which includes all previously gathered evidence, the student's appeal letter, and the formal response issued at the prior level. The dean or designated person shall render a final decision regarding the appeal of the **first examination attempt only**. This decision shall be communicated in writing to the student and examiner(s), with copies placed in the student's file and any approved changes filed with the Office of the Registrar or appropriate graduate records office. The decision of the dean or designated person is final.