**Grade Grievance Description**

Converse with the teacher in person or by phone or email

If denied

Within five business days of when the grade was posted on Pipeline, complete the Academic Grievance form on Pipeline, which goes to the appropriate chair or assistant/associate dean

If denied

Within two business days of the denial from the chair or assistant/associate dean, complete Academic Grievance form on Pipeline, which goes to the dean

If denied

The dean’s decision is final.

If approved

An ad hoc committee from the Academic Standards and Performance Committee will review the grievance

If denied

The ad hoc committee’s decision is final.

* The ad hoc committee will render a decision within ten business days of the appeal to the dean

The grievance is approved

**Progression Grievance Description**

Converse with the faculty member who notified student about denial of progression in person or by phone or email

If denied

Within five business of notification of denial of progression, complete the Academic Grievance form on Pipeline, which goes to the dean

If denied

The dean’s decision is final.

If approved

An ad hoc committee from the Academic Standards and Performance Committee will review the grievance

If denied

The student may appeal in writing to the Provost and his decision is final

* The ad hoc committee will render a decision within ten business days of the appeal to the dean

The grievance is approved

**Notes**

1. For both grade and progression grievances, the Director of Academic Affairs will assume the responsibilities of the dean if the dean is the teacher of the course or notified student about denial of progression.

2. For both grade and progression grievances, the faculty member involved in the first step may choose to resolve the grievance at any point during the appeals process.