

## **College of Professional Education Grade Appeal Process**

- I. Student contacts instructor with concerns. If an agreeable solution is not found, the student may make a formal appeal. This appeal must occur in writing, within 10 regular business days (that TWU is in session) after the grades are posted by the University (typically Monday after a semester ends). Written appeal should include all paperwork the student has concerning the class (e.g., syllabus, assignments, papers, and tests returned to the student), as well as a written justification. The appeal is given to the faculty member.
  
- II. If a satisfactory resolution is not reached with the faculty member, the student may formally appeal to the Department Chair. The student will provide the chair with documentation gathered at the first level of appeal. The faculty member will provide a copy of the grade distribution (with all student names blacked out) and grading scale. The Department Chair will review all materials and may meet with both student and instructor. The faculty member will be provided with an opportunity to respond in writing to the grade appeal.
  
- III. If the student is dissatisfied with the Department Chair decision, the student may write a letter of appeal to the Dean of the College of Professional Education. Each party forwards the packet of information to the Dean. The Dean will review the request, the student's and faculty member's documents, and will meet with the student, faculty member and department chair as needed to review the appeal. Dean will review all materials and render a decision in writing. Graduate students may appeal to the Dean of the Graduate School after this point.

**Texas Womans University  
College of Professional Education  
Grade Appeal Process**

Student \_\_\_\_\_ Instructor \_\_\_\_\_

Date \_\_\_\_\_ Grade Received \_\_\_\_\_

Semester \_\_\_\_\_ Grade Requested \_\_\_\_\_

Course \_\_\_\_\_

Written Appeal Attached

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Documentation to be Attached from Student**

1. Written Statement by Student
2. All Graded Work for Course (Work to be returned to Student)
3. Any Other Supporting Documentation

.....  
 Meet with Faculty  
(Meeting Must be Held Within 10 Working Days from Date Grade Issued)

Date of Meeting \_\_\_\_\_

Grade will be Changed       Grade will not be Changed

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

**Documentation to be Attached and**

**Forwarded to Chair.**

1. Written Statement By Faculty/Instructor
2. Syllabus
3. All Graded Work of Student From the Course (Except Items Returned to Student)
4. Grade Record—**With All Names Removed** Except Student Submitting Appeal

.....  
 Meet with Department Chair/Director

Date of meeting \_\_\_\_\_

**I Recommend**    Grade Changed       Grade not be Changed

Chair's Comments:

Chair/Director Signature \_\_\_\_\_

Date \_\_\_\_\_

.....  
 Meet with Dean of Professional Education

Date of Meeting \_\_\_\_\_

Dean's Comments:

Dean's Signature \_\_\_\_\_

Date \_\_\_\_\_