

Department of Computer Science, Mathematics, and Physics Grade Appeal Procedure

In addition to the policy statements set forth in the MWSU Student Handbook, if a student wishes to appeal a grade received in a course offered in the Department of Computer Science, Mathematics, and Physics, the procedures outlined below will be followed.

1. It is the responsibility of the student to initiate the grade appeal process by discussing the course grade fully with the instructor of the course. This must be done no later than 30 calendar days into the succeeding regular academic semester, beginning with the first day of classes.
2. If the dispute is not resolved after discussion with the course instructor, the student must appeal in writing to the department chairperson no later than 40 calendar days into the succeeding regular academic semester, beginning with the first day of classes.
3. The department chairperson will determine whether the grounds for appeal are consistent with those allowed in the MWSU Student Handbook. If grounds for the appeal are found to be consistent with the MWSU Student Handbook, the department chairperson will appoint a committee consisting of two faculty members and one student which will investigate and review the case. The department chairperson will be an ex-officio member of the committee unless the appeal is relative to one of his/her courses. The appellant and the course instructor will be given the opportunity to meet with this committee.
4. The committee will submit its recommendation to the department chairperson (or the Dean of the Liberal Arts and Sciences College, if appropriate) who will notify the student of the decision in writing within 30 calendar days of receipt of the written appeal.
5. If the appellant will believes that the matter has not been resolved, a written appeal may be made to the Academic Regulations and Standards Committee no later than 10 calendar days after receipt of the departmental decision. The department will forward all pertinent documents to the committee. The decision of the Academic Regulations and Standards Committee is final.