

# Grade appeal procedures

If a student receives an unsatisfactory grade for a course, an appeal can be made to request the grade be changed. In order to appeal a grade, the student must follow the steps below.

1. Initially, a student should try to resolve the grade dispute informally with the **INSTRUCTOR**.
2. If the student is *not satisfied* with the decision from the instructor, the next step is to make a written appeal to the **CHAIRPERSON** of the department in which the course was offered, detailing the complaint along with any additional supporting documentation. Student should include in this appeal his/her name, full address and phone number. This appeal must be done within 10 calendar days following the grade posting to the student's record for the term.
3. If the student is *still unsatisfied* with the decision by the Department Chairperson, the next step is to make a written appeal\* to the **ASSOCIATE DEAN** for Research and Graduate Programs in the School of Medicine. Similarly, the student should provide his/her name, full address and phone number and supporting documentation regarding the appeal and include a copy of the decision from the Chairperson.
4. If, after your School/College appeal path is exhausted and the student *remains unsatisfied* with the decision and wants to continue with the grade appeal process, per the University Academic policy (<https://provost.wayne.edu/academic-policy>), the student may request a **PROVOST REVIEW**, within 10 calendar days of the date of the college's final decision.\*\*. A written request for a provost review must be made by the student, with a copy to the Dean of the college. Likewise, student must provide all pertinent information relevant to the appeal. The request should be addressed to Dr. R. Darin Ellis, Associate Provost for Academic Programs and sent electronically to [ag6461@wane.edu](mailto:ag6461@wane.edu)\*\*\*.
5. The student may also file with the Associate Provost a **Request for a Postponement** of the effect of the College's final decision. Such a request must be made **within seven calendar days** of College's final decision, and a copy must be sent to the Dean of the College. For additional information on a Postponement request, go to:  
<https://gradschool.wayne.edu/policies/appeal-procedures>

For assistance with the appeal process, you may contact the Ombudsperson Laura Birnie-Lindemann at [ombudsoffice@wayne.edu](mailto:ombudsoffice@wayne.edu).

\*A written appeal signifies a signed letter or an email with an attached letter that is signed by the student who is appealing a grade.

\*\* Ph.D. students' appeals that rise to the level of the Office of the Provost will be handled by the **Office of the Dean of the Graduate School** since the Graduate School is responsible for oversight of doctoral academic processes and certifying doctoral degrees.

\*\*\* **Please include the following:**

- Copy of all decision letters from the school/college denying the appeal
- Any additional supporting documentation