

Grade Appeals

A student may contest any test, assignment, performance, or course grade. The student shall first discuss the contested grade with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the grade contest.

Steps for students to follow:

- If, within ten (10) working days of the request for the conference with the faculty member, the grade contest is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Program Director. This written complaint must be filed within ten working days following the previous deadline.
- Upon receipt of a written complaint, the Program Director will work with the student and faculty member to resolve the grade contest. This may include a third party reviewing and re-grading the assignment(s) in question.
- The student can appeal the outcome of the above review by forwarding a copy of the original written grade contest with an explanation regarding action taken at each prior level within ten working days following the Program Director's decision to appeals@bryanuniversity.edu.

Note: The appeals process for grades must be initiated no later than thirty (30) calendar days from the date the grade was issued.