DEPARTMENT OF
COMMUNICATION STUDIES
Final Grade Appeal Procedures

Preamble: The Department of Communication Studies provides a formal appeals structure to adjudicate grievances relating to the assignment of final course grades. The process is designed to encourage an efficient and expeditious response to student grievances.

The student will be required to meet with the faculty member and/or his/her faculty academic advisor in an effort to remedy the complaint through direct, personal contact.

Step 1 If the difficulty is not resolved through the student-faculty conference, a student should request a conference with the Chair of the Department.

Step 2 If the Chair-student conference fails to resolve the difficulty, the student will be requested to submit a formal written statement of the grievance including appropriate corroborating evidence.

Step 3 Within seventy-two hours of receiving the formal written complaint, the Chair will appoint a three-person faculty grievance panel to (a) consider the formal written appeal and to (b) offer appropriate recommendations to the Chair. The deliberation of the appeals panel should commence within 10 days of the appointment. The student(s) and/or faculty involved in the appeal may request a personal appearance before the panel.

Step 4 The panel should submit a formal written report to the Chair outlining the nature of the deliberation and outlining appropriate course(s) of action.

Step 5 The Chair will inform the student, faculty and appeals panel of final action taken by the Chair on behalf of the Department.

Step 6 The Chair will inform the Dean of the College of the action taken by the Department regarding the appeal.

Step 7 If the student wishes to pursue the grievance, the Chair shall inform the appellant of the right to carry the complaint to the Dean of the College.