



## **ACADEMIC APPEALS PROCEDURE**

Recognizing the highly individualized nature of graduate programs, the following academic appeals procedure has been established for graduate students:

1. The student should discuss the concern with the appropriate faculty member(s).
2. If the concern persists, the student should follow the department's written appeal procedures, if they exist, or if not, consult with the graduate program coordinator or chairperson/school director (or the college dean, if there is no department).
3. If the complaint remains unresolved, the student should write to the Dean of the Graduate School outlining the situation, and requesting a review. The Dean of the Graduate School or his/her designee will discuss the situation with the college dean and/or appropriate members of the department or graduate program. The Dean of the Graduate School or his/her designee will then meet with the student and attempt to resolve the problem.
4. If this resolution is not satisfactory, the Dean of the Graduate School will refer the appeal to the Executive Committee of the Graduate Board for one final review. After hearing from the student and the faculty member(s) involved, the Executive Committee will render its decision, which shall be considered binding. The decision will be communicated to the student in writing by the Dean of the Graduate School.

Approved by the Graduate Board  
February 24, 2005