Prior to implementing the formal appeal process, the student must discuss in person the disputed grade with the instructor of the course within ten days of notification of the grade (final grade posted in Academica). The faculty member will respond in writing with a copy to the student and the Associate Dean of Academic & Clinical Affairs and the Assistant Dean, Enrollment and Student Services. If the dispute remains unresolved, the student may then initiate a formal appeal.

All steps of the appeal process must be followed within the stated time frame or the appeal process is nullified (will not be heard).

Steps to Initiate a Formal Appeal

1. The student must submit a written statement detailing his or her objections to the faculty response, along with supporting documentation, to the Associate Dean of Academic & Clinical Affairs with copy to the Assistant Dean for Enrollment and Student Services. This statement must be submitted within 30 days following the response of the faculty member who assigned the grade.
2. Upon review of the documentation, the Associate Dean of Academic & Clinical Affairs will notify the student in writing within 21 days of receiving the student’s written appeal of the decision. As the Dean’s designee, the decision of the Associate Dean of Academic & Clinical Affairs shall be the final decision at the College level.
3. Provost Review. If after your School/College appeal path is exhausted and you wish to continue with the grade appeal process, per the University Academic policy, you may request a Provost Review within 30 days of this decision. The request should be submitted via the online form located at <https://provost.wayne.edy/academic-policy>. For assistance with the appeal process, you may contact the Ombudsperson Laura Birnie-Lindemann at ombudsoffice@wayne.edu.

Pursuant to University policy, the Provost's decision in an academic appeal is final.

*Approved by Administrative Council on December 12, 2019.*