

ST. PATRICK'S SEMINARY & UNIVERSITY

GRADE APPEALS (SR-32)

Policy Title	Grade Appeals
Approval Authority	Seminary Regulation
Effective Date	8/2/2021
Revision History	
Responsible Party	Academic Dean
Administrative Oversight	Academic Dean

Students who believe they have a legitimate grievance over a grade should first consult the instructor as soon as possible to seek an explanation and try to resolve the dispute. If the dispute is not resolved, the student may submit in writing the details of the dispute to the Academic Dean no more than six weeks after the beginning of the next semester. If the Academic Dean is the instructor, then the appeal should be made to the President-Rector. The Academic Dean will then consult with the student and the instructor to act as negotiator. If necessary, the Academic Dean may convene and consult with an *ad hoc* committee of two faculty members who have some knowledge of the academic area in question to review the matter. The Academic Dean makes the final decision whether to retain or change the grade.