

80.20.013 *GRADE APPEALS POLICY*

Grade Appeals Policy

PURPOSE

The purpose of this policy is to outline the process and procedures for formally requesting final course grade appeals.

SCOPE

This policy applies to all students enrolled in the St. Jude Graduate School.

STAKEHOLDERS AFFECTED BY THIS POLICY

Stakeholders affected by this policy include all Graduate School students and faculty.

POLICY

1.1 Appeals for final course grades must be submitted to the relevant Associate Dean before the end of the following semester. Any grade standing beyond that period is not available for review and will remain on the transcript. Students are advised to discuss concerns about grades and academic progress with their advisors at the earliest possible time.

PROCEDURE

2.1 Process for Formal Final Course Grade Appeal

2.1.1 When appealing a grade, the student should provide a written statement of the basis for the appeal; description of attempts to resolve the complaint; documentation regarding policies including but not limited to the course syllabus; and documentation of coursework associated with the complaint. Grade appeals alleging prohibited discrimination or harassment will be referred for handling under the applicable policy and procedure and will not be addressed through the grade appeal process described in this section.

2.1.2 The Associate Dean shall provide a time-stamped and dated copy of the formal student course grade appeal to the instructor(s). The Course Leader will then request input and/or response from the instructor(s).

2.1.3 The Associate Dean may convene an ad hoc special review committee to advise on any dispute.

2.1.4 The Associate Dean shall review all documentation and respond in writing to the student within thirty calendar days of receiving the formal course grade appeal. The Associate Dean will place, in writing, the final decision to the student and instructor(s), and grade appeal committee or the reason for any delay in decision. The decision of the Associate Dean can be appealed to the Dean.

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2.1.5 Appeals to the Dean must be submitted in writing within ten calendar days of the postmarked response from the Associate Dean. The Dean or their designee must respond to the student appeal within thirty calendar days. The decision of the Dean or their designee is the final decision. No further appeal is possible.

2.1.6 The Registrar retains all grade appeal records permanently.

2.1.7 The decision/resolution at the institutional level is considered final. However, students in the state of Tennessee may appeal a decision to the Tennessee Higher Education Commission licensure staff at 404 James Robertson Parkway, Suite 1900, Nashville, TN 37243; phone: (615) 741-5293, if the student does not feel that the issue has been adequately addressed.

DEFINITIONS

N/A

REFERENCE DOCUMENTS

- Student Complaints Policy

FORMS AND OTHER DOCUMENTS

N/A

POLICY DETAILS

Policy Type	Policy Revision
Policy Number	80.20.013
Policy Category	Academic Policy
Policy Sponsor	Steven Varga
Approval Authority	Curriculum Committee
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Policy Owner (Contact Info)	Steven Varga (steven.varga@stjude.org)
Policy Alternate	Stacey Schultz-Cherry
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Next Scheduled Review Date	By June 1, 2026

REVISION HISTORY

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V2.0 – August 2, 2024

APPROVALS

Curriculum Committee – Approved on May 23, 2023

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Curriculum Committee – Approved on August 2, 2024