



Academic Affairs  
Office of  
Graduate Education

### **Guidelines for Graduate Student Grade Appeals**

Graduate students may appeal final course grades in accordance with their academic unit's and college's policies and procedures. Once a grade appeal has gone through the full college process, the student may appeal the grade decision to the Associate Vice Provost for Graduate Education (Office of Graduate Education, Division of Academic Affairs). Any grade appeal to the AVP for Graduate Education must be made within 30 business days of the student receiving the college's final decision, unless college policy allows a longer time period for appeal.

Grade appeals to the AVP for Graduate Education will only be considered if they meet the following criteria:

There were errors in hearing procedures at the college:

- Did the student have a hearing if they wanted one? If no, there is a basis for appeal.
- Did the hearing panel make their decision on data that was inaccurate or incorrect facts? If yes, there is a basis for appeal.

There were errors in the decision basis:

- Was the decision based on standards that are unreasonable or differently applied to other students? If yes, there is a basis for appeal.
  - Was the decision based on standards that are unusual departures from previously articulated standards? If the answer is yes, there is basis for appeal.
  - Was the decision come to in a capricious manner? If the answer is yes, there is basis for appeal.
  - Did the appeal panel weigh all the facts in evidence without prejudice? If the answer is no, there is basis for appeal.

If the AVP for Graduate Education determines that an appeal request meets the above criteria, the AVP for Graduate Education will refer the case and associated documentation to a panel of two faculty members and one graduate student. This referral or, alternatively, a notice to the student that the request for an appeal is denied, will be made within 10 business days of receipt of the appeal and associated documentation from the student (appellant). Although no hearing involving the appellant, appellee or others is required, a hearing or hearings may be held if deemed necessary by the grade appeals panel. The faculty appeals panel will make a recommendation to the AVP for Graduate Education within 30 calendar days of receiving the appeal and associated documentation. Within 10 business days of receiving the appeals panel's recommendation, the AVP for Graduate Education will submit a decision to the Provost. Unless the Provost reverses or otherwise modifies the decision within 10 business days of receipt, the decision is final.

If the college level decision is upheld, no explanation or report other than this decision is necessary. If the college level decision is overruled, the AVP for Graduate Education shall submit a written explanation of the decision to the relevant dean.

For any questions regarding grade appeals or to submit a request for appeal of a grade appeal decision made at the college level, please contact the Office of Graduate Education (Michele Peck, [mpeck@uwyo.edu](mailto:mpeck@uwyo.edu)).