

Arcadia University - Graduate Studies

Petitions for Exceptions to Grades, Policies, Regulations or Requirements

Petitions for change of grades or any other course-related grievance will not be accepted after one calendar year from the time of the start of the course(s) in question, or after the completion of the program in which the student is matriculated, whichever date comes first.

Grade Review

The Grade Appeal process applies only to the final grade of a course. If a student believes that a final grade has been incorrectly determined, the student may appeal her or his grade, according to the following process.

The student should try to resolve the situation with the course instructor, **within ten working days of receiving the final grade**. If the dispute cannot be resolved, the student should file an appeal with the department chair/program director (if applicable) or academic adviser, indicating in writing the grounds for the appeal; this appeal must be filed **within ten working days of the course instructor's decision**.

The program director or department chair will review relevant materials from the student and instructor, make a decision, and notify the student and instructor of the decision. If the dispute remains unresolved, the student should file an appeal with the dean of the college or school, indicating in writing the grounds for the appeal; this appeal must be filed **within ten working days of the program director's or department chair's decision**. The dean will review relevant materials from the student and instructor, as well as any additional information from the program director or department chair. The dean will then make a decision and notify the student, instructor, and department chair or program director of the decision.

Generally, the decision of the dean will be final. However, the student may choose to appeal to the Office of Graduate and Undergraduate Studies, **if and only if**, s/he is able to present substantial new evidence to support a claim of academic injustice. The student initiates the review by submitting a Request for Grade Review Form (available on the Graduate and Undergraduate Studies web site) **within ten working days of the dean's decision**. The Assistant Dean of Graduate Studies will refer the request to the Graduate Academic Standing and Appeal Committee, which is chaired by the Dean of Graduate and Undergraduate Studies, for review. The committee will consider all relevant materials in its review. Once the committee has met and made its determination, the student will be informed of its decision. The decision of the Graduate Academic Standing and Appeal Committee is final and there are no further steps for appeal.

Policies, Regulations, Requirements

Students requesting exceptions to policies, regulations or requirements must write a clear and concise statement describing the requested exception including evidence which is supported by a rationale. This must be submitted to the Assistant Dean of Graduate Studies, Taylor 105, along with an "Exception to Policy" form signed by the student and the student's faculty adviser. The Assistant Dean will respond to the petition and/or make a determination to convene the Graduate Academic Standing and Petitions Committee to review the petition.