

**DEPARTMENT OF SPANISH AND PORTUGUESE**  
Departmental Procedures for Grade Appeal Process (Graduate)

If a student wishes to initiate an appeal of a final course grade, the student must follow specific University procedures, as described in the General Catalog, Academic Policies, Grade Appeal Process. The College of Humanities has a timetable for the appeal process that must be adhered to.

At the end of the semester, after consultation with both the instructor and the Department Head, the student may initiate a final course grade appeal with the College of Humanities at the Office of the Vice Dean. The first step, however, is to check with the course instructor to determine a possible error in determining the grade. If there was an error, a change of grade form can be completed by the Department.

If the student decides to file an appeal, however, the student must follow the steps outlined in the General Catalog. After Step 6 of the College of Humanities Grade Appeal Process is completed, the Department Head will consult with an ad-hoc Grade Appeal Committee selected by the Graduate Studies committee before responding in writing to the student. This ad-hoc Committee will be composed of three faculty members of the Department of Spanish and Portuguese's Graduate Studies Committee. All decisions arrived at by this ad-hoc Committee will be by secret ballot.

Approved: March 9, 2001