



Graduate Level Course Grade Appeals

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Introduction

Students who enroll in Marshall University recognize that graduate faculty, due to their education and experience, are able to make objective qualitative and quantitative assessment of students' academic work. In keeping with policy, faculty publish the grading criteria for all courses they teach. The final course grade issued by the instructor represents his or her overall assessment of the student's performance in each course. Accordingly, specific criteria for grade appeals have been established by Marshall.

Marshall's appeal process is not analogous to, is not equivalent to, and does not conform to criminal law processes. The purpose of the appeal is to determine if and how a final course grade did not properly assess the overall performance of a student in a course. The appeal process is informal in nature so as to provide substantial justice, and it is not bound by legal jargon, court-like proceedings, or legal definitions.

The appeal process includes many steps beginning with an informal meeting between the student and the instructor. Those matters that cannot be resolved at the informal level may be appealed to the department or unit head, and then to the Assistant Provost for Graduate Studies. The final arbiter in the process is the Assistant Provost for Graduate Studies.

During the appeal process, the student may seek the support of an advocate or legal counsel. The University provides a student advocate at no charge through the [Office of Student Advocacy and Accountability](#). A student seeking legal counsel may do so at his or her own expense.

Falsification, distortion, misrepresentation of information, or furnishing false information to any Marshall official, faculty member or office, is a violation of the Student Code of Conduct.

Graduate Course Grade Appeals Policy

Students may only appeal the final course grade, not grades for individual assignments. Moreover, course grades may be appealed only under the following conditions:

1. The grade assigned for a course reflects an error in calculation or reporting (e.g., a computational error, oversight of submitted materials, or posting the wrong grade);
2. Standards different from those established in the written department or University policies, if specific policies exist, were used in assigning the grade;
3. The instructor departed from his or her previously articulated, written standards, without notifying graduate students, in determining the grade.

Course Grade Appeal Process

Step 1) Attempt to resolve the matter informally

Within ten (10) days of receiving a final grade the student should contact the instructor to review the grade. The instructor will respond in writing within ten (10) days of meeting with the student. The student may contact the director/coordinator of the graduate program should the instructor not be available or extraordinary circumstances require urgent action.

Step 2) Appeal to the department/unit head

Within 14 days of receiving notification from Step 1, submit the Course Grade Appeal form to the department/unit head in which the grade was issued along with the instructor's response. The form is located online at www.marshall.edu/graduate/graduate-student-appeals/. Note that the Course Grade Appeal form lists all materials to be submitted by the student. If the department/unit head was the instructor, submit the materials to the program's director of graduate studies. The department/unit head will respond in writing within ten (10) of receiving the Course Grade Appeal form and required materials.

Step 3) Appeal to the Assistant Provost for Graduate Studies

Submit the Course Grade Appeal form, required materials, and the responses of the instructor and department/unit head to the Assistant Provost for Graduate Studies. The Assistant Provost for Graduate Studies will issue a final non-appealable decision within ten (10) days of receiving the appeal form and required materials.

Source

Marshall University Graduate Catalog, <https://catalog.marshall.edu/graduate/academic-requirements-regulations/>