

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	04-0010				
Name of Policy:	Student Final Grade Appeal Policy				
Date of Last Revision:	April 2024	Initial Date of Approval:	April 2024	Initial Effective Date:	May 2024
Policy Owner	Office of the Registrar				
Policy/Chapter Sections					
Date of Next Review:	April 2027				

1.0 PURPOSE

To provide guidelines on how students appeal a final grade and administrators timeline to address and resolve the appeal.

2.0 SCOPE

This policy applies to all University administrators, faculty, staff and students, and all such parties are expected to abide by the procedural guidelines outlined herein.

3.0 POLICY

Final course grades are calculated and assigned by the instructor teaching the course according to the grading criteria on the syllabus or any adjustments made by the instructor. Once a student's final grade has been officially recorded by the Registrar, the instructor may submit a change of grade to update an Incomplete, In-Progress, NO grade, entry error, or instructor correction. A student may appeal a final grade entry if they believe an error was made on the instructor's part.

Requests for a change of final grade must be made within 10 business days of when the final grade was awarded and must be accompanied by all supporting or relevant documents.

1. All final-grade appeals must be submitted by the student in writing first to the course instructor.
2. If a resolution is not achieved with the instructor or the instructor does not respond within 10 business days when classes are in session, the written appeal may be submitted to the Department Chair of the course.
3. Failing resolution with the Department Chair, the student may submit an Academic Petition to the Dean of the College, or designee, in which the course resides.
4. The Dean's decision may be appealed to the Vice President of Academic Affairs and Provost. The decision of the VPAA is final.

4.0 HISTORY

Unpublished practice is now codified as policy for the process of appealing a final grade.

5.0 RELATED DOCUMENTS

Questions? Contact the Office of the Registrar at registrar@mssu.edu or 417-625-9389.