The grade appeal process applies only to final course grades. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. If the grade is upheld, the student will be withdrawn and refunded the tuition.

1. Student must appeal the grade to the instructor of record within the following semester. If not resolved,

2. Student may then appeal the grade to the appropriate Dean/Director. If not resolved,

3. Student may then appeal the grade to the Vice President for Instruction and Student Services. The decision of the vice president is final.