

Final Course Grade Appeal Process

March 2025

The University of Memphis provides students with an opportunity to appeal final course grades through a structured review process. The purpose of this process is to:

- Ensure students understand the reasons why their final course grade was assigned.
- Allow instructors to review and correct potential grading errors.
- Provide department and college-level supervisors the opportunity to review and correct cases where a grade was assigned due to arbitrary or capricious action or for reasons unrelated to academic performance.

A successful grade appeal must provide substantive evidence that the student's performance met the instructor's stated grading criteria and that the assigned grade was inappropriate. **In all cases of a disputed course grade, the burden of proof lies with the student.**

Students must follow Steps 1-4 outlined below and adhere to the strict deadlines for each step specified in the [University of Memphis Online Catalogs](#):

- Undergraduate students: see the Undergraduate Catalog under *Academic Regulations* → *Undergraduate Grade Appeals Procedure* → *Procedures*.
- Graduate students: see the Graduate Catalog under *Academic Regulations* → *Academic Performance Termination and Appeals* → *Grade Appeals*.

Grade Appeal Process

Step 1: Instructor Review

- The student submits a written grade appeal to the course instructor, detailing the reason for the request (e.g., computation error; arbitrary or capricious grading, reason not related to academic performance).
- The instructor responds in writing to the student and copies the department chair.

Step 2: Department Chair Review

- If the issue remains unresolved, the student submits the appeal and instructor's response to the department chair.
- The department chair reviews the case and responds in writing to the student.

Step 3: Associate Dean Review

- If the issue is still unresolved, the student may escalate the appeal in writing to the FCBE Associate Dean for Academic Programs and Research.
- The appeal must include all documentation presented at the previous steps and prior responses from the instructor and the department chair.

Step 4: University Appeals Committee Review

- If no resolution is reached, the student may submit a formal grade appeal petition to the appropriate Grade Appeals Committee:
 - Undergraduate students: Undergraduate Grade Appeals Committee (see Undergraduate Catalog).
 - Graduate students: Graduate Grade Appeals Committee (see Graduate Catalog).