

McCoy College of Business Administration

Course Grade Appeal Procedure

1. Only a course grade may be appealed to the department chair. Individual test or project scores may not be appealed to the chair. Requests for reevaluation of exams and/or projects by individuals other than the professor of record will not be considered.
2. Students should make every effort to resolve the situation with the instructor. Students should attempt to meet with the instructor and present their rationale as to why they should receive a higher grade. If no resolution can be reached with the instructor, the student should follow the process outlined below to file a grade appeal with the department chair.
3. After the semester is completed, grades are posted to transcripts, and the student feels there has been an error in the computation of the grade and/or there has been arbitrary and capricious behavior exhibited by the professor and no resolution has been reached, the student should send a detailed email to the Chair of the professor's department (for Accounting, Dr. Ann Watkins, ALW120@txstate.edu). In this email, the student should present the following information in writing:
 - A. Student's name, Texas State ID#, and contact information (e-mail, phone number, or other means to reach the student).
 - B. Course number, section, and semester completed.
 - C. Name of the professor teaching the course.
 - D. Specific details of the grade appeal. The grade appeal should include a detailed description of how/why the scores received in the course were inaccurate and/or how/why the student was treated differently from other students in the course. The student should be as accurate and as specific as possible in the details of the grade appeal.
 - E. Any written correspondence (attaching the email correspondence is easiest) with the professor concerning the grade appeal and written responses from the professor also should be included with the grade appeal.
4. Once the student information has been received, the chair will present the grade appeal to the faculty member for response. The faculty member will be required to respond to the chair in writing addressing the details provided by the student in the grade appeal.
5. Once the faculty response has been received, the chair of the department will render a decision on the grade appeal. This decision will be communicated to the student in writing.
6. If the student does not accept the decision of the department chair, he or she may appeal the decision to the appropriate undergraduate Associate Dean of McCoy College, Dr. David Wierschem, DW50@txstate.edu. The grade appeal should include a copy of materials described above including the written response from the department chair. The associate dean will render a decision on the grade appeal. This decision will be communicated to the student in writing. The decision by the associate dean is the last level for grade appeals, and the decision of the associate dean is final.