

## Appeal Process for Undergraduate Continuing Studies Courses

Although no particular format is required, the student shall provide the following information to the appropriate official in the **School of Continuing Studies office**:

1. Descriptive statement of circumstances which provide the basis of the complaint.
2. Description of attempts to resolve the discrepancy with the faculty member on an informal basis and the results of these attempts. *No review/appeal will be considered if the student has not previously discussed the disputed grade with the faculty member.*
3. Copy of syllabus and all graded work in dispute.
4. Signature of the student and the date of the complaint. "Complaint" for purposes of this procedure is the statement of the facts which form the basis of the request for formal resolution and the information as described in (1) (2) (3) above.
5. For Continuing Studies students attending Muhlenberg College through the *Accelerated Degree Program*, the initial appeal will be made to the **Associate Dean of Accelerated Programs**. The Associate Dean will review the complaint and depending on his/her findings will assemble an appropriate committee of faculty/staff/department chair to review the documentation. If no discrepancy is found, the Associate Dean will share the committee's findings in writing to the student(s). If a grading discrepancy is found, the Associate Dean / Department Chair will discuss the issue with the faculty member to come to a resolution and the findings will be shared with the student(s) in writing.
  - a. Any further appeal to the decision initiated by the student will be made to the **Dean of Undergraduate Studies** within 7 days of receiving their findings. Written determination of the Dean shall be considered final.
6. For **Continuing Studies' Students** attending Muhlenberg College through the *traditional liberal arts program*, the initial appeal will be made to the **Dean of Undergraduate Studies**. The Dean will review the complaint and depending on his/her findings will assemble an appropriate committee of faculty/staff/department chair to review the documentation. If no discrepancy is found, the Dean will share the committee's findings in writing to the student. If a grading discrepancy is found, the Dean/Department Chair will discuss the issue with the faculty member to come to a resolution and the findings will be shared with the student in writing.
  - a. Any further appeal to the decision initiated by the student will be made to the **Provost of Muhlenberg College** within 7 days of receiving their findings. Written determination of the Provost shall be considered final.
7. There will be no discrimination or penalty against any student for their part in the presentation of a complaint.