

# MISAPPLICATION OF AN ACADEMIC REGULATION OR PROCEDURE

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Students who believe that the misapplication of an academic regulation or procedure has affected their final grade in a course must discuss their concern with the instructor. If the concern is not resolved to their satisfaction, they may submit a complaint in writing to the chair of the department offering the course within 14 working days of receiving notification of the grade.

If the chair has reason to believe that the instructor has not adhered to the grading procedures established by Senate or other academic regulations of Senate, the chair will consult with the faculty member and, if necessary, the college dean, to resolve the matter. If the matter cannot be resolved the chair will advise the student that the student can appeal to the Admissions & Progress Committee within 10 working days.