

ACADEMIC APPEALS POLICY

Grading and Academic Dishonesty Appeals Procedures

You must follow the below procedures to appeal a grade or an academic dishonesty charge. (See Concord Law School's Problem Resolution and Grievance Procedures (<https://catalog.purdueglobal.edu/concord-law-school/policy-information/student-services/problem-resolution-grievance-procedures/>) for additional policies regarding academic dishonesty charges.)

Grades on Assessments of Skills and Knowledge (ASKs) are final and do not qualify for the grade appeal process.

Step 1: If you wish to appeal a grade or an academic dishonesty charge (e.g., plagiarism, cheating), you must first discuss the issue with your instructor within 10 days of receiving the grade or the academic dishonesty charge.

If you are appealing a grade you believe is unfair, a departure from the established grading policy, or a clear mistake by the School, you should provide your instructor with a clear explanation of why. Please review the course's grading rubrics and late policies first, as these will often resolve confusion over how a grade was calculated.

If you are appealing an academic dishonesty charge, you should provide your instructor with a clear explanation of why. Please review Purdue Global's Code of Student Conduct (<https://catalog.purdueglobal.edu/policy-information/student-information-services/conduct/>) first, as it explains the types of actions that are academically dishonest. Concord Law School students should refer to Concord's Code of Student Conduct (<https://catalog.purdueglobal.edu/concord-law-school/policy-information/student-services/student-conduct/>).

If the instructor decides that a change to the grade and/or the withdrawal of an academic dishonesty charge is the correct decision, the instructor will work with the Office of the Provost and the Office of the Registrar as required to resolve the issue.

Step 2: If the problem has not been resolved and you wish to pursue an appeal of the instructor's decision, you must complete and send the Academic Appeal form to the Office of the Provost which will forward your appeal to the Academic Appeals Committee which will review your case and make a decision. The Academic Appeals Committee consists of faculty and one or more administrators.

Step 3: If you disagree with the Academic Appeals Committee's decision, you must send a written letter of appeal to the Office of the Provost within 10 days of the Committee's decision. The Office of the Provost will review the material presented and make a final ruling.