

OFFICE OF COMPLIANCE SERVICES  
UVM.EDU/POLICIES

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faculty members. The Chair may not change the grade, but the instructor may choose to do so after discussing matters with the Chair. The instructor shall inform the student about whether s/he has decided to change the grade.

- C. If, after being informed of the instructor's decision, the student still believes that the grade is unfair; the student may take up the matter with the Dean of the school or college offering the course. In this case, the student must prepare a written statement explaining why she or he believes that the grade in question is unfair. The student should include any documentation that may support this position.
- D. After reviewing the student's statement, the Dean may discuss the matter with the student, the instructor and/or the Chair. The Dean can also invite the instructor to submit a statement. The Dean shall consider both statements, and may seek input from the student and/or the instructor, and advice from



- V. If the process is begun in the semester in which the grade was given, and all steps cannot be completed  
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