



STUDIO
ARTS
COLLEGE
INTERNATIONAL

SACI GRADE APPEAL POLICY

A student who wishes to appeal a grade must first discuss the grade with the instructor of the course. If the student and instructor are unable to resolve the matter, the student should contact the Interim Academic Dean, who will work with the instructor and student to resolve the matter. If, following these efforts, a satisfactory resolution is not reached, the student may appeal in writing to the Faculty Committee.* The Faculty Committee, which is composed of SACI's Area Heads and Program Directors, will request a written statement regarding the grade from the instructor. After reviewing the student's and instructor's statements, the Faculty Committee will render a decision regarding the grade appeal. This decision will be final.

**If the instructor of the course is a member of the Faculty Committee, the instructor may not participate in the Faculty Committee's review of the grade appeal.*

The grade appeals procedure must be started by the Midterm Break of the Spring semester for Fall grades, and by the Midterm Break of Fall semester for Spring, Late Spring, or Summer grades. All actions for grade changes must be completed during the semester in which the grade is appealed.

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