Late Grade Appeal

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Understanding the Late Grade Appeal Process

Sometimes life gets in the way, and you might need to turn in an assignment after the official late policy deadline. If that happens, you have an option called a **Late Grade Appeal**. This process allows you to request an exception to the deadline so you can submit your work for grading.

Starting the Process

The first step is always to contact your instructor. It's possible they may be willing to make an exception for you. If you're unable to work out a solution with them, you'll need to pursue a Late Grade Appeal.

To begin, reach out to your **Student Success Counselor**. They will discuss the process with you and make the necessary appeal form available in the **Document Center** of your Student Portal.

Filing Your Appeal

You have up to **90 days from the end of the class** to submit your appeal. When you file, you must include the appeal form and supporting documentation. This documentation needs to be from a professional, dated within the term, and should explain why you were unable to submit the assignment by the original deadline.

Once you submit your appeal, it is forwarded to the Program Manager. You can expect to be notified of a decision within **two weeks**. If your appeal is approved, make sure you submit all of your late work for grading right away.

If Your Appeal Is Denied

If your initial Late Grade Appeal is denied, you have the option to file a **Provost Appeal**. You must submit this appeal within **two weeks** of receiving the original decision. The Provost may ask for additional documentation from you during this process.

You will be notified of the Provost's final decision no later than **three weeks** after you submit your appeal.

Detailed information can be found at the Appeals Center - Late Grade Appeal

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