In the event a student fails the written qualifying exam, he or she may appeal a failing grade of no more than one subject question. The grade appeal must include the following documentation:

1) **Student Letter:** The letter should highlight the portion(s) of the question that they wish to appeal, along with an explanation of why they think a re-grade is necessary.

2) **Exam Copy:** A copy of the graded exam question should be included. The copy may include markups or notes in support of the appeal.

The appeal should be directed to the graduate advisor within one week following the announcement of the written exam results. The exam petition will be reviewed by the associate dean and the graduate exam committee. Please note that the question under appeal will be reevaluated in full. This could in some cases result in a net loss of points.

The student should not go directly to exam graders/faculty members. The right to an appeal will be forfeited if the student makes any attempt to discuss questions on grading directly with the faculty graders or other faculty members rather than following the above process.

The final appeal will be at the discretion of the graduate exam committee. If the advisor of a student filing an appeal is a committee member, the advisor shall be asked to excuse him or herself for this case.

If an appeal is approved, it does not guarantee that the student will receive a pass for the subject area. Overall scores will be recalculated to determine a pass or fail. The graduate advisor will notify the student of the appeal results.

**A second appeal is not permitted (i.e. a student may not “appeal” the appeal).** All appeal decisions are final.