

REVIEW OF ACADEMIC PROGRESS IN A COURSE

Any student may initiate a request to review academic progress with a faculty member in whose class he/she is currently enrolled or has been recently enrolled. Sometimes that progress is linked to a grade; sometimes not. Muhlenberg recognizes the centrality of the faculty member in determining course content and criteria for evaluation of student performance in a course. Muhlenberg College has a protocol by which students have ample opportunity to have conversations about academic work and grades; it is not a *formal* appeals procedure. The student speaks with the professor of the class. Most conversations end at this point since there is a mutual understanding of the academic work and standards for evaluation. In some instances, the student may wish to consult with the department chair after a conversation with the faculty member in order to seek further clarification.

Students are expected to request a review of academic progress during the semester in which a course runs. If the final grade is in question, a student is expected to request a review within a reasonable time period after grades have been posted, not to exceed 60 days of the end of the semester or end of an extension, if an Incomplete was granted. This will foster an environment of a timely resolution and prevent issues from arising semesters or years after a grade has been posted.

Contact: Dean of Academic Life, Haas College Center, 484-664-3130