

# The Academic Appeal Process

- Each step needs to be taken within ten business days of receiving letter or official email response regarding appeal decision.
- If at any point the professors charge/grade is overturned you do not have to continue with the process unless otherwise notified.
- Always refer to the Academic Catalog for more information on policies and procedures. [http://www.marshall.edu/catalog/files/UG\\_16-17\\_published\\_08-25-16.pdf](http://www.marshall.edu/catalog/files/UG_16-17_published_08-25-16.pdf)

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Step 1: Receive Letter of Academic Dishonesty from Academic Affairs (Does not apply for grade appeal) or would like to appeal final grade.

Step 2: Email Michelle Barbour, [miller138@marshall.edu](mailto:miller138@marshall.edu), to schedule an appointment.

Step 3: Email professor to appeal the charge of academic dishonesty/grade with your reasons why you are appealing. Present any evidence as a part of the email.

Step 4: Email chair of department to appeal professor's decision.

Step 5: Email Dean of College to appeal the department chair's decision.

Step 6: Email head of academic appeals committee with all the facts and emails of the case so they can determine if a hearing is justified

Step 6: Present case at an appeals hearing with the assistance of Michelle Barbour  
CC [miller138@marshall.edu](mailto:miller138@marshall.edu) in every email regarding your case of appeal.

**Marshall University Division of Student Affairs**

**Michelle Barbour, Student Advocate and Success Specialist**

**304-696-2284 [miller138@marshall.edu](mailto:miller138@marshall.edu)**