

# MSBS Final Course Grade Appeal Policy

The Final Course Grade Appeal policy outlines the process for any student who wants to file an appeal to dispute the final grade received in a course. This policy is applicable to all MSBS students and faculty.

The Final Course Grade Appeal policy prevents students from receiving an unfair final course grade, while respecting the academic dignity and responsibility of the faculty and course director. An appeal may be filed when a student has not been assigned a correct earned grade or a grade received in a course is questioned by the student.

## Final Course Grade Appeal Procedures

1. The student must initiate a formal grade appeal process using the Course Grade Appeal form (located on the CHSU web site) and submit the completed form to the Course Director within ten (10) business days of the grade being posted.
2. The Course Director shall respond to the student in writing using the submitted Course Grade Appeal form within five (5) business days of having received the form.

## Student Appeal to Program Director

1. If the appeal is not resolved to the student's satisfaction the student may appeal to the Program Director within two (2) business days of being notified of the decision to reject the appeal. The Program Director shall meet with the student and the Course Director within five (5) business days to review the Course Grade Appeal form and any supportive documentation, discuss the reasons for the appeal, and render a final written decision.
2. The Program Director shall notify the student and the Course Director of the final decision.
3. If the grade appeal is upheld, the Program Director shall notify the Registrar about any need to change the student's grade in official academic records. If the grade appeal is rejected by the Program Director, the appeal process is thereby terminated. In all matters of grade appeal, the decision of the Program Director is final.

### **If the Program Director has a Conflict of Interest**

In the event that the Program Director has been personally involved in the determination of the student's grade, or in any other circumstance could reasonably be determined to constitute a conflict of interest that might undermine the Program Director's ability to render an impartial decision, the Program Director shall recuse themselves; the final decision on the grade appeal shall be rendered by the Provost. Records of adjudicated grade appeals shall be retained by the Program Director's office.