

COP Final Course Grade Appeal

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A student may file an appeal to dispute a final course grade following the process outlined:

1. The student must initiate a formal grade appeal process using the Course Grade Appeal form and submit the completed form to the course director within ten (10) business days of the grade being posted. The grade appeal form is located on the CHSU web site.
2. The course director shall respond to the student in writing using the submitted Course Grade Appeal form within five (5) business days.
3. If the appeal is not resolved to the student's satisfaction, the student can submit the appeal form to the Department Chair within two (2) business days of receiving the decision of the course director.
4. The Department Chair shall consider the appeal, after discussing the appeal with the student and the course director and render a written decision on the Course Grade Appeal form, which must be returned to the student within five (5) business days. If the course director is the Department Chair, the student may appeal the decision made by the course director directly to the Dean.
5. The student may appeal to the Dean within two (2) business days of being notified of the Department Chair's decision to reject the appeal. The Dean 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. The Dean shall notify the student, the course director, and the Department Chair of the final decision.
6. If the grade appeal is upheld, the Dean 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 Dean, the appeal process is thereby terminated. In all matters of grade appeal, the decision of the Dean is final.
7. In the event that the Dean 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 Dean's ability to render an impartial decision, the Dean 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 Dean's office.