



California Health Sciences University

COP STUDENT GRADE APPEALS POLICY

A student may file an appeal if he/she disputes a final course grade. 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. The course director shall respond to the student in writing using the submitted Course Grade Appeal form within five (5) business days. If the appeal is not resolved to the student's satisfaction, he/she can submit the appeal form to the Department Chair within two (2) business days of receiving the decision of the course director. (NOTE: If the failed course is an IPPE or APPE rotation, the appeal goes to the Assistant Dean for Experiential Education rather than the Department Chair) The Department Chair (or Assistant Dean for Experiential Education) 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.) 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 (or Assistant Dean for Experiential Education) of the final decision. 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. In the event that the Dean had been personally involved in the determination of the student's grade, or 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 and 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.

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- Policy Owner: COP Dean
 - Effective Date: 12/07/2017
 - Revised Date: 11/28/2017
 - Approval by President Date: 12/07/2017
 - Approval by Provost Date: 12/07/2017