



## Course Grade Appeal Form

Office of Academic Affairs  
College of Pharmacy  
9700 West Taron Drive  
Elk Grove, CA 95757  
OAA@cnsu.edu

### PROCEDURES FOR FILING A GRADE APPEAL

Students may file an appeal if there is a disagreement with a final course grade. Students wishing to appeal a grade received in a College of Pharmacy course must follow the three steps listed below.

#### **First Step - Student Statement**

A student can initiate the formal grade appeal process in writing using this Course Grade Appeal Form. The student must complete sections I and II and submit the form to the Course Coordinator within **3 business days** of online grade posting.

The Course Coordinator, in collaboration with the Department Chair, (or his/her designee), will respond to the student's grade appeal in writing within **5 business days** of receipt of the appeal. The Course Coordinator will return copies of the grade appeal form, with section III completed, to the Senior Associate Dean for Academic Affairs, while returning the original copy to the student in case they wish to pursue the matter further. If the appeal is approved by the Course Coordinator and Department Chair, the Course Coordinator returns the completed Grade Appeal Form to the Office of the Registrar along with a completed Grade Change Form. If the appeal is denied, and the student accepts the outcome, the process ends here.

#### **Second Step - Appeal to the Senior Associate Dean for Academic Affairs**

If the appeal is denied by the course coordinator/department chair, and the student wishes to pursue the matter further, the student has **3 business days** from the date the Course Coordinator returns the completed Grade Appeal Form, to sign and complete section IV and submit the completed form to the Senior Associate Dean for Academic Affairs.

The Senior Associate Dean for Academic Affairs will render a decision in writing to the student within **5 business days** of receipt of the formal appeal. If the appeal is approved by the Senior Associate Dean for Academic Affairs, the form will be returned to the Office of the Registrar with a completed Grade Change Form. If the appeal is denied, and the student accepts the outcome, the process ends here.

In the event the Course Coordinator is the Senior Associate Dean for Academics, the student may appeal directly to the Dean.

#### **Third Step - The Dean of the College**

If the Senior Associate Dean For Academic Affairs denies the appeal, and the student wishes to pursue the matter further, the student has **3 business days** from receipt of the decision from the Senior Associate Dean for Academic Affairs to submit an appeal in writing to the College Dean. The Dean will render the final decision in writing within **5 business days** of receipt of the formal appeal.

If a grade change is required at the end of the appeal process, the Office of Academic Affairs must submit a Grade Change Form to the Office of the Registrar in accordance with the College of Pharmacy grade change policy.

## Completion of First Step - Student Statement

A student can initiate the formal grade appeal process in writing using this Course Grade Appeal Form. The student must complete sections I and II and submit the form to the Course Coordinator within **3 business days** of online grade posting.

### SECTION 1: STUDENT INFORMATION

PLEASE PRINT in blue or black ink or type your responses. Your signature is required. A stylized font is not acceptable. Student must complete sections I and II and submit to Course Coordinator within **3 business days** of online grade posting.

Name: \_\_\_\_\_  
Last First Middle

Student ID #: \_\_\_\_\_ Class of: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City, State, Zip

Course # and Title: \_\_\_\_\_ Year and Term course was taken: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

### SECTION II: STUDENT STATEMENT TO COURSE COORDINATOR

Following the provisions of the Student Grade Appeal Process, I appeal the grade of \_\_\_\_\_ received in the course cited above.

**The basis for this appeal is:**

*Please attach an additional page if more space is needed.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION III: RESPONSES FROM THE COURSE COORDINATOR / DEPARTMENT CHAIR

We have reviewed the course grade appeal and our decision is to:

- Uphold the appeal
- Decline the appeal

**The basis for our decision is:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Course Coordinator

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Chair

#### Completion of Second Step - Course Coordinator Statement

The Course Coordinator will respond to the student request in writing within **5 business days** of receipt of the student request. The Course Coordinator will return one copy of this form to the Associate Dean for Academic Affairs and one to the Registrar while returning the original copy to the student in case they wish to pursue the matter further.

If the appeal is approved with the Course Coordinator and Department Chair, the Course Coordinator returns the completed grade form to the Office of the Registrar **with a completed Grade Change Form**. If the appeal is denied, and the student accepts the outcome, the process ends here. If the student wishes to pursue the matter further, the student has **3 business days** from the date the Course Coordinator returns the form, to sign and complete sections IV and submit the completed form to the Senior Associate Dean for Academic Affairs.

### SECTION IV: APPEALS TO THE SENIOR ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

I have followed the formal process outlined in the Course Grade Appeal Procedure and have been unable to reach a satisfactory resolution of my appeal through the course coordinator. I wish to appeal my course grade to the Senior Associate Dean for Academic Affairs.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION V: RESPONSE FROM THE SENIOR ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

I have reviewed the course grade appeal and my decision is to:

- Uphold the appeal
- Decline the appeal

**The basis for my decision is:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Senior Associate Dean for Academic Affairs

### Third Step - Appeals to the Dean of the College

If the Senior Associate Dean for Academic Affairs denies the appeal, and the student wishes to pursue the matter further, the student has **3 business days** from receipt of the decision from the Senior Associate Dean for Academic Affairs to submit an appeal in writing to the College Dean. The Dean will render the final decision in writing within **5 business days** of receipt of the formal appeal.

## SECTION VI: APPEALS TO THE DEAN OF THE COLLEGE

I have followed the formal process outlined in the Course Grade Appeal Procedure and have been unable to reach a satisfactory resolution of my appeal to the Senior Associate Dean for Academic Affairs. I wish to appeal my course grade to the Dean of the College.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION VII: RESPONSE FROM THE DEAN OF THE COLLEGE**

The appeal has been reviewed according to the formal appeal procedure. A final decision has been made to:

- Uphold the appeal
- Decline the appeal

**The basis for my decision is:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean of the College

**Completion of Third Step - The Dean of the College**

The Dean of the College will render the final decision in writing within **5 business days** of receipt of the formal appeal.

**The final Course Grade Appeal form must be submitted to the Office of the Registrar.**

**If a grade change is required at the end of the appeal process, the Senior Associate Dean for Academic Affairs must submit a Grade Change Form to the Office of the Registrar in accordance with the College of Pharmacy's grade change policy.**

*The Grade Change Form is available online at <http://pharmacy.cnsu.edu/policies-and-procedures> and on campus.*

OFFICE OF THE REGISTRAR USE ONLY

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed By \_\_\_\_\_