



Policy Number: 5107
Approved PEC: August 2016
ACADEMIC AFFAIRS

COURSE GRADE APPEAL POLICY

I. Policy Statement

The Course Grade Appeal policy provides the student with a safeguard against receiving an unfair final course grade, while respecting the academic responsibility of the instructor. A grade appeal arises when circumstances prevent assignment of an earned grade or cause an assigned grade to be questioned by the student.

II. Purpose

The purpose of the policy is to ensure that any student who is dissatisfied with a grade received in a course can appeal the grade through a formal appeals process.

III. Scope/Coverage

This policy is applicable to all College of Pharmacy students and faculty.

IV. Procedure

Students wishing to appeal a grade received in a College of Pharmacy course must follow the three steps listed below:

First Step - Student statement to Course Coordinator

- a) A student can initiate the formal grade appeal process in writing using the 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.
- b) 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 Associate Dean for Academic Affairs, while returning the original copy to the student in case they wish to pursue the matter further.
- c) 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.



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

- d) 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 form, to sign and complete section IV and submit the completed form to the Senior Associate Dean for Academic Affairs.
- e) 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.
- f) In the event the Course Coordinator is the Senior Associate Dean for Academic Affairs, the student may appeal the decision directly to the Dean.

Third Step – The Dean of the College

- g) 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.
- h) 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 COP's grade change policy.

Associated Forms:

Course Grade Appeal Form
Grade Change Form

Approval Record:

APPROVED COP: August 2016
APPROVED PEC: August 2016
REVIEW: every two years (or more often if required)