

STUDENT APPEAL OF A COURSE GRADE

DIRECTIONS FOR SUBMITTING A GRADE APPEAL

As stated in the *CNU University Handbook*:

- Schedule an appointment with the appropriate Academic Dean or Department Chair.
- File the formal, written appeal of the course grade with the chair of the relevant department.
- The appeal must be filed **no later than the third week of classes** of the fall semester to appeal spring and summer grades, no later than the third week of classes of the spring semester to appeal fall semester grades.
- If the instructor whose grade is being appealed is the department chair, the faculty member of the department who is senior in terms of years of membership on the University faculty assumes the duties of department chair.
- Submit two copies of the completed appeal form and other evidence to the department chair, who will send one copy to the instructor within two academic days of its receipt. The student should keep a third copy of the completed form and submissions for the student's own records.
- Evidence can include:
 - Course syllabus and other written guidelines relevant to the course and assignments
 - Evaluated written assignments or tests
 - Written evaluation of the students oral or skill performance

GRADE APPEAL PROCEDURE

As stated in the *CNU University Handbook*:

- The instructor may submit any relevant documentation to substantiate the grade. A copy of this evidence is forwarded to the student within five (5) academic days.
- The student and department chair will discuss the case set forth by the student and the evidence supporting the grade appeal.
- The department chair will discuss the appeal with the instructor. It is the student's responsibility to show that the student has earned a grade other than that submitted.
- The department chair makes a decision based on all evidence and documentation and communicates that decision in writing to both instructor and student within three academic weeks of the date the *Appeal Form* is filed.
- The decisions which can be made by the department chair are either to deny the appeal of the student or to forward the appeal to the appropriate academic dean with a recommendation that a three member departmental review panel be appointed by the dean to review the challenge of the student as set forth on the form with accompanying evidence, and to render a written recommendation.
- If the department chair denies the appeal, the student retains the right to request a departmental review panel. A request for a review panel must be submitted, in writing, to the appropriate dean or the Director of Graduate Studies within ten academic days of receipt of notification of the department chair's decision.
- Should the department chair fail to make a decision within the three-week period specified, the grade appeal will automatically go forward to the appropriate dean or the Director of Graduate Studies.

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MUST BE COMPLETED ON REVERSE SIDE OF THIS FORM**

