

Disputed Course Grade Appeal Process

If a student disputes whether the final grade that was received for a course is an accurate evaluation of the student's academic work in that course, the student is first to meet with the course professor as soon as possible to understand the professor's rationale for the grade received ("professor" here and below signifies whoever was responsible for teaching and giving grades for the course). If, after such meeting, the student still disputes the grade received, the student can appeal the grade by meeting with the Academic Dean within 30 days of when the grade was posted by the Registrar and requesting the appeal process for a disputed course grade. The Academic Dean will then notify the professor of the appeal and request that the professor review carefully the entire evaluation of the student's work, ordinarily to be completed within seven days. If the professor determines to change the grade in light of this review and the student is satisfied with the changed grade, the appeals process will end. If student continues to dispute the course grade after this initial review, the Academic Dean will select two experienced faculty members (i.e., associate or full professors) as a committee to evaluate the grade the student received for the course in light of the student's course work. After examining all the student's course work and having their questions answered by the student and professor involved, their sole responsibility will be determining how accurately the student's final grade reflects the student's accomplishment of all the requirements outlined in the course syllabus. This action will ordinarily be completed within fourteen days. The committee will document their findings and make a recommendation in writing to the Academic Dean concerning the status of the student's final grade that the Academic Dean will enact, either by directing the Registrar to change the final grade or letting the final grade stand. This action will be final and binding; there will be no other appeal or opportunity for a grade change after this appeal process is complete.

Adopted by the CTSFW Faculty on 18 March 2019.