PLEASE RETURN THIS COMPLETED FORM TO:
Attention: Registrar's Office
55 Paul J. Manafort Drive. New Britain, CT 06053
Fax: 860.760.6918 | Email: registrar@charteroak.edu

Student Grade Appeal Form

INSTRUCTIONS: The COSC policy for grade appeals is stated below and can be found in the Official Catalog. Before appealing to the Academic Dean, the student should exhaust all administrative remedies through the instructor within 15 working days after the last day of the course. Any student pursuing a grade appeal must follow the process outlined by this form.

GRADE APPEAL POLICY: The instructor is responsible for assessing student performance and assigning final grades for student's course work. Such responsibility by its nature is both subjective and objective. If a student feels an error has been made by the instructor in assigning the final course grade, the student may appeal as provided below.

_____ _____
Student Name Course # and Title

_____ _____
Instructor Name Semester/Term

Step one: The student must understand the policy and compose a short letter on a separate document stating the exact nature of the appeal and the reason for asking. Forward this appeal request form and the short letter to the instructor via COSC email.

I have read and understand the policy and have attached to this form a copy of my written appeal:

_____ _____
Student E-Signature **Date**

Step two: The instructor must read the attached statement appeal, discuss with the student, and grant or deny the student's request. Upon completion, the instructor will forward this form to the student and copy the Academic Dean at elewis1@charteroak.edu

Instructor's Decision: (Check one) ☐Grant the Appeal ☐Deny the Appeal | **Date**: _____
Instructor Comments:

_____

_____

Step three: If the student is not satisfied with the instructor's decision above, the student must forward this completed grade appeal form with the instructor's decision to the Academic Dean to review for resolution to the problem. I have exhausted all administrative solutions at this level and am forwarding the students appeal to the Academic Dean.

_____ _____
Student E-Signature **Date**

Academic Dean's Decision: (Check one) ☐Grant the Appeal ☐Deny the Appeal

Academic Dean's Comments: _____

(If submitted by any means other than Charter Oak email address, must have physical signature.)