**AFTER FINAL STEP, PLEASE RETURN TO:**
Attention: Academic Dean
55 Paul J. Manafort Drive. New Britain, CT 06053
Fax: 860.760.6918 | Email: elewis1@charteroak.edu

# Student Grade Appeal Instructions

**IMPORTANT!** To ensure processing of your Grade Appeal form, please make sure to follow the instructions below step by step. Missing steps or submitting the form to the wrong person may cause your Appeal to go unprocessed within the appropriate time period.

1. **STEP ONE**: Students should fill out the first section of the form, and then submit the **form**, as well as an **appeal letter** (with any documentation, if available) directly to ***their professor*** at their **Charter Oak email address**. Grade Appeal forms **must** be sent directly to the Professor to initiate the process.

2. **STEP TWO:** The professor will review the appeal and grant or deny it. Their response will be detailed in the second section of the form, and sent to both **the student** and **the Academic Dean**.

3. **STEP THREE**: If the student is not happy with the instructor's response, they must fill out the final section of the form, and then **submit the form** directly to the **Academic Dean** at her Charter Oak email address: elewis1@charteroak.edu. The Dean will review the appeal and respond to the student.

Again, please note that failure to follow the proper order of the steps above may lead to a student's appeal form not being received in the appropriate time period, or not being processed correctly.

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# 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 **each step** of 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** (only via Charter Oak email) **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.)*