



California Health Sciences University

COLLEGE OF OSTEOPATHIC MEDICINE COM FINAL COURSE GRADE APPEAL POLICY

I. SECTION I

A student may file an appeal to dispute a final course grade following the process outlined:

1. The student must initiate a formal grade appeal process using the Course Grade Appeal form (located on the CHSU web site) and submitting the completed form to the Course Director within ten (10) business days of the grade being posted.
2. The Course Director shall respond to the student in writing using the submitted Course Grade Appeal form within five (5) business days of having received the form.
3. If the appeal is not resolved to the student's satisfaction the student may appeal to the Associate Dean of Academic Affairs within two (2) business days of being notified of the decision to reject the appeal. The Associate Dean shall meet with the student and the Course Director within five (5) business days to review the Course Grade Appeal form and any supportive documentation, discuss the reasons for the appeal, and render a final written decision.
4. The Associate Dean shall notify the student, the Course Director of the final decision.
5. If the grade appeal is upheld, the Associate Dean shall notify the Registrar about any need to change the student's grade in official academic records. If the grade appeal is rejected by the Associate Dean, the appeal process is thereby terminated.

II. ADDENDUM

In all matters of grade appeal, the decision of the Associate Dean is final. In the event that the Associate Dean had been personally involved in the determination of the student's grade, or any other circumstance that could reasonably be determined to constitute a conflict of interest that might undermine the Associate Dean's ability to render an impartial decision, the Associate Dean shall recuse and the final decision on the grade appeal shall be rendered by the Dean of the COM. Records of adjudicated grade appeals shall be retained by the Dean's office.



California Health Sciences University

- Policy Owner: COM Associate Dean AA&A
- Effective Date: 8/13/2018
- Revised Date: 9/15/2021
- Approved by Dean of COM: 9/16/2021
- Approval by President: 9/17/2021

COMPLETE COURSE GRADE APPEAL FORM

The student must begin a formal grade appeal process by completing their college's Course Grade Appeal form (available on the CHSU website) and submitting it to the Course Director within ten business days of the grade being posted.

COURSE DIRECTOR REVIEW

Within five (5) business days after receiving the Course Grade Appeal form, the Course Director must respond to the student in writing.

COM AND MSBS STUDENTS**COP STUDENTS****DEPARTMENT CHAIR REVIEW**

Following discussions with the student and the course director, the Department Chair will consider the appeal and offer a written decision to the student within five (5) business days. If the course director is also the Department Chair, the student may file an appeal with the Dean directly.

APPEAL OF COURSE DIRECTOR'S DECISION

If the appeal is not resolved to the student's satisfaction, they may appeal to the Program Director (MSBS)/ Associate Dean of Academic Affairs (COM)/ Dean (COP) within two (2) business days of the decision to reject the appeal. The person shall meet with the student and the Course Director within five (5) business days to review the Course Grade Appeal form and render a final written decision.

FINAL DECISION

If the grade appeal is upheld, the Registrar will be notified about any need to change the student's grade in official academic records. If the grade appeal is rejected by the appeal process is thereby terminated. In all matters of grade appeal, the decision of the Program Director (MSBS)/Associate Dean of Academic Affairs (COM)/ Dean (COP) is final.