

Course Grade Appeal Form Office of Academic Affairs

College of Osteopathic Medicine

PLEASE COMPLETE ONLINE OR PRINT BELOW IN BLUE OR BLACK INK.
Students are expected to maintain a copy of this document for their records.

Student instructions for Sections 1 and 2: Submit Course Grade Appeal form to the appropriate Course Director and the Office of Academic Affairs within ten (10) business days of online grade posting.

Section 1: STUDENT INFORMATION

Student's Name:	SONIS Student ID#:
Course #and Title:	Course Director's Name:
Year and Term Course was taken:	
Section 2: STUDENT'S STATEMENT	
Following the provisions of the Student Final Course Grade Apabove.	peal Process, I appeal the grade ofreceived in the course cited
The basis for this appeal is:	
I have attached an addition	onal page
•	
Student Signature Student Signature	Date

Section 3: COURSE DIRECTOR STATEMENT

Course Director instructions: Return a copy of this completed form to the Office of Academic Affairs and to the student within five (5) business days. Submit the grade change form (if necessary) to the Office of the Registrar. A Grade Change form must be attached to the original document when a grade change has been granted.

Date received:

I have reviewed the co	urse grade appeal and my decision is to:		
	Grant the appeal and submit a grade ch	nange form	
	Decline the appeal and maintain original	al grade	
The basis for my decisi	on is:		
>			
Course Director Signat	ure	 Date	_

STUDENT:

For further or unresolved appeals, complete Section 4 or 6 (whichever is appropriate) within 2 business days.

Section 4: APPEALS TO CURRICULUM DIRECTOR

Student Instructions for section 4: sign and submit to the appropriate Curriculum Director for that year (CDY1, CDY2, or CDY3). if you wish to pursue the appeal process. If the Course Director is the Curriculum Director, skip to Section 6. This form must be received by the Curriculum Director within two business days of receiving the decision of the course director.

	formal process outlined in the Stud solution of my appeal through the		-
•			
Student Signature		Date	_
Section 5: CURRICUL	UM DIRECTOR STATEMENT		
five (5) business days. S	tructions: Return a copy of this compl ubmit a Grade Change form (if necess document when a grade change has	sary) to the Office of the Registr	emic Affairs and to the student within ar. A Grade Change form must be
Date received:			
I have reviewed the cou	urse grade appeal and my decision is t	to:	
	Grant the appeal and submit a grade c	change form	
	Decline the appeal and maintain the or	iginal grade	
The basis for my decisio	on is:		
•			
Signature of Curriculum	n Director	Date	
	S For further or unresolved appeals,	STUDENT: , complete Section 6 within 2 bus.	iness days.

Section 6: APPEALS TO THE ASSOCIATE DEAN OF ACADEMIC AFFAIRS

Section 8 instructions for the student: Sign and submit to the Office of Academic Affairs if you wish to further pursue the appeal process. This form must be submitted to the Office of Academic Affairs within two (2) business days of receiving the decision of the Curriculum Director.

satisfactory resolution of my appeal through the Course Director and Curriculum Director. I wish to appeal my course grade

I have followed the informal process outlined in the Student Grade Appeal process and have been unable to reach a

to the Associate Dean of Academic Affairs.		
Student Signature Student Signature	Date	
Section 7: OFFICE OF THE ASSOCIATE DEAN OF ACADEN	<u>AIC AFFAIRS</u>	
Date received:		
The appeal has been reviewed according to the formal appeal	l procedure. A final decision has been made to:	
Grant the appeal and submit a grade of		
Decline the appeal and maintain the ori	iginal grade	
All decisions made by the Associate Dean are to be considered	d final and may not be appealed further.	
The basis for my decision is:		
		_
L		
Signature of the Associate Dean	Date	

- The Associate Dean makes the final decision as to whether the appeal will be granted or not and will notify the student, Course Director, Curriculum Director, and Office of Academic Affairs in writing within two (2) business days of receipt of the formal appeal.
- The Associate Dean will submit the final Course Grade Appeal Form to the Office of Academic Affairs and Registrar.
- A Grade Change Form must be attached when a grade change has been granted.