



California Health Sciences University
COLLEGE OF BIOSCIENCES AND HEALTH PROFESSIONS
MASTER OF SCIENCE IN BIOMEDICAL SCIENCES
FINAL COURSE GRADE APPEAL POLICY

PURPOSE

The purpose of the policy is to ensure that any student who is dissatisfied with a grade received in a course can file an appeal through a formal appeals process.

SCOPE

This policy is applicable to all MSBS students and faculty.

POLICY STATEMENT

The Final Course Grade Appeal policy prevents students from receiving an unfair final course grade, while respecting the academic dignity and responsibility of the faculty and course director. An appeal may be filed when a student has not been assigned a correct earned grade or a grade received in a course is questioned by the student.

RELATED INFORMATION AND PROCEDURES

A. Student Appeal to Course Director

1. The student must initiate a formal grade appeal process using the Course Grade Appeal form (located on the CHSU web site) and submit the completed form to the Course Director and to the Office of Academic Affairs within ten (10) business days of the grade being posted.
2. The Course Director shall respond to the student and to the Office of Academic Affairs in writing using the submitted Course Grade Appeal form within five (5) business days of having received the form.



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B. Student Appeal to Associate Dean

- 1. If the appeal is not resolved to the student's satisfaction the student may appeal to the Associate Dean 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.*
- 2. The Associate Dean shall notify the student and the Course Director of the final decision.*
- 3. 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. In all matters of grade appeal, the decision of the Associate Dean is final.*

C. If the Associate Dean Has a Conflict of Interest

In the event that the Associate Dean has been personally involved in the determination of the student's grade, or in any other circumstance 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 themselves; the final decision on the grade appeal shall be rendered by the Chief Academic Officer. Records of adjudicated grade appeals shall be retained by the Associate Dean's office.



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RESPONSIBILITIES

The Associate Dean is responsible to ensure all the standards and procedures within this policy to be clear, transparent, and operational. Implementation of this policy is the Associate Dean's responsibility. Also, it is the responsibility of the Associate Dean to oversee any complaints raised about decisions made under this policy.

HISTORY (R*)

Approval Date:

05/30/2025

06/6/2023

Revision Date(s):

05/27/2025

Reviewed Date(s):

05/28/2025

05/15/2023

R: Associate Dean, Office of Academic Affairs

A: Course Directors

C: All MSBS Program Faculty, Staff, and Legal

I: CHSU Community