



## Coppin State University Grade Appeal Form

Student's Name:	Student ID#:
Local Address:	Telephone:
Requesting Grade Appeal for:	
Course Name:	Number:                      Semester Taken:
Professor:	
Submitted to Professor:	
Student's Signature	
Received by Professor:	
Professor's Signature	
Submitted to Head of Academic Unit Offering the Course:	
Student's Signature	
Received by Department Chairperson Offering the Course:	
Department Chairperson's Signature	
Submitted to School Dean:	
Student's Signature	
Received by School Dean:	
Dean's Signature	

### PROCEDURES

1. Students must submit the signed Grade Appeal Form to the professor by Monday of the second full week of classes in the regular semester that follows the semester for which the contested grade was given and meet with the professor by Friday of the second full week of classes. **The student must attach a written explanation of reasons for the dispute and any documentation relating to the disputed grade.** The instructor must sign and record a written response on page two of the form and forward a copy to his/her Department Chair by Friday of the third full week of classes. The original form must be forwarded to the student.
  
2. To request a review of the professor's response, the student must contact the Department Chair offering the course by Friday of the fourth full week of classes by submitting the signed original copy of the form along with attachments. The Department Chair will confer with the professor and respond to the student in writing by Friday of the sixth full week of classes. Signature and response must be recorded on page two of the Grade Appeal Form. The original Grade Appeal Form will be returned to the student with a copy retained by the Department Chair and forwarded to the professor.
  
3. At the student's request, the School Dean may review the decision of the Department Chair for fairness. The student must contact the School Dean and submit the signed original Grade Appeal Form (with attachments) by Friday of the seventh week of classes. The School Dean must review materials and respond in writing to the student by Friday of the ninth week of classes. The original Grade Appeal Form with signature and response written on page two of the form must be returned to the student and copied to the Department Chair and professor.

Instructor's Response:

Instructor's Signature and Date

Department Chairperson's Response:

Chairperson's Signature and Date

School Dean's Response

School Dean's Signature and Date