Policy:
The purpose of the course grade appeal is to provide recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned.

Faculty have the authority and responsibility to fairly judge the quality of student work in the courses they teach, including written, examination, clinical, and laboratory performance.

General Procedure:

1. **Primary Level:** Should a student have a concern about a course grade the student should first seek an appointment to discuss the grade with the course faculty member. The student should contact the faculty member in this case **within 5 working days of receipt of the grade.** A working day includes Monday – Friday excluding university holidays or other days that the university is closed for any reason. The grade may be received through a formal notification of the grade as may occur at the end of a clinical course, or through the grade posted on OneStart, whichever comes first. The faculty member shall meet with the student promptly to discuss the concern.

2. **Intermediate Level:** Following this meeting, if the student continues to believe that an inappropriate grade has been assigned, the student should promptly seek an appointment with the Department Chair/UCG at IUPUI, Division Head at IUPUC, or Assistant Dean at IUB, who will meet with the student, consider evidence in the matter, and draw a conclusion which shall be communicated to the faculty member and student.

3. **Final Level:** Following this meeting, if the student continues to believe that an inappropriate grade has been assigned, the student should promptly seek an appointment with the **Associate Dean for Undergraduate Programs.** The Associate Dean for Undergraduate Programs shall meet with the student, consider the matter fully, and provide a written summary of the final findings to the student, copied to the faculty, and chair or administrator.

Approved by CCNF Undergraduate Student Affairs Committee: November 28, 2005
Approved by CCNF Executive Committee: December 5, 2005
CCNF Faculty vote 04-17-06
Approved by CCNF Undergraduate Student Affairs Committee: 04-23-12
Approved by CCNF Executive Committee: September 10, 2012
Approved by CCNF Faculty vote 10/01/12