



Policy Title: CAP Grade Appeal Policy

Effective Date: November 2019

Approved by: CAP Dean’s Office

Last Reviewed/Updated: November 2019

Applies to: All College of Architecture and Planning students, faculty and staff

**College of Architecture and Planning Grade Appeal Policy**

The College of Architecture and Planning recognizes the right of the student to appeal a grade received in a course taken in the college. The college also recognizes the responsibility on the part of the college to respond to student grade appeals, and to do so in a judicious and timely manner.

There may be a number of possible reasons for students to request grade adjustments. Examples include the use of grading criteria and methods by the course instructor inconsistent with those stated in the course syllabus, or grades awarded in an arbitrary and capricious manner. However, while this document is intended to fully inform the students of their right and the proper procedure for appeal, the students are advised to respect such a right and to avoid abuse of the policy with frivolous appeals. ***Review of student grade appeals is a significant event which requires time and resources of the College. Therefore, grade appeal requests may be granted ONLY in cases involving a well-established argument.***

Any student wishing to appeal a course grade must first contact the course instructor to discuss issues pertaining to the student’s performance, evaluation criteria, final grade, reason(s) for the appeal, and adjustment sought. If the course instructor determines that a change of grade is not warranted and the disagreement remains unresolved, the student may then initiate the formal appeal process.

Timeframe	Procedures for Appealing a Grade
No later than 10 days after the start of the subsequent semester	Student meets with academic advisor to discuss CAP Grade Appeal Policy; if student wishes to request a formal grade appeal, student must complete Grade Appeal Worksheet (available from CAP web page), including a written appeal letter as specified in Worksheet. Student is also required to meet with the instructor of record to discuss the awarded grade. The completed Grade Appeal Worksheet will be submitted to CAP Student Services, 2 <sup>nd</sup> Floor, CU Building.

Within 15 days of receiving appeal letter	The Department Chair will meet with the student to discuss the appeal within 15 calendar days of the receipt of the appeal letter. Before the meeting, the student should provide the Department Chair with all materials pertinent to the appeal.
Within 10 days of meeting with the student	Within five calendar days of meeting with a student, the Department Chair must inform the student of her/his decision regarding the grade change appeal. If a grade change is warranted, the instructor of record will be directed to change the grade in a timely manner.
Within 7 days of the Chair's ruling	The student may appeal the decision of the Department Chair to the Associate Dean by forwarding copies of all correspondence related to the appeal within seven (7) calendar days of the Chair's ruling. The Associate Dean, at her/his discretion, may meet with the student, the faculty, or the Department Chair, and may consult with the appropriate curriculum committee before making a ruling. The Associate Dean will make a decision within 10 calendar days of receiving the request.

**Please note that the following reasons for requesting a grade appeal are NOT valid and will not be considered:**

- You need a passing grade in the course to meet program requirements.
- You were not aware of the deadlines.
- You demonstrated poor academic performance.
- You dislike, or otherwise disapprove of, the instructor's teaching methods.
- You were not aware that you were failing/doing poorly in the course.

**Student responsibilities:**

- Ensuring that his/her semester schedule is accurate, including add, drop, and waitlist adjustments, *before* census date.
- Knowing/following deadlines and policies relating to registration, payment, waitlisted courses, and course additions as outlined in the University of Colorado Denver Academic Calendar.
- Deciding to drop a course before the University drop deadline (for Fall/Spring) for poor academic performance. Please note that this decision must be independent of faculty advice and the date of course exams and assignments.
- Communicating with faculty about academic performance in order to drop before the 10<sup>th</sup> week deadline (for Fall/Spring), if necessary.

- Ensuring information is received at their University-assigned email address. It is expected that official email will be read in a timely fashion.
- Completing all pre-requisite coursework and requirements for the course.

**Grade Appeal Checklist**

*Prior to meeting with the department chair, the student will package and submit the following documentation to a confidentially shared Dropbox folder provided by the department.*

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

I am petitioning for a grade appeal for the following course(s):

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Instructor name: \_\_\_\_\_

\_\_\_\_\_ I have met with my academic advisor to discuss the Grade Appeals Policy; please initial where indicated, and include instructor's signature below.

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Advisor's signature

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Date

\_\_\_\_\_ I have met with the instructor of record to attempt to resolve the grade dispute; please initial where indicated, and include instructor's signature below.

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Instructor's signature

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Date

- Written Appeal Letter prepare: a written statement that includes my contact information: name, student ID number, mailing address, university email, and phone number AND addresses the following five questions:
  - What initial effort was made to resolve the grade appeal with the course instructor?
  - What is being appealed?
  - What is the reason(s) for the grade appeal?
  - What change of the course grade is being sought?
  - What action has been taken with the instructor initially?
- Written correspondence pertinent to your grade
- Course Syllabus
- Assignments provided by the instructor
- Individual PDF files containing the deliverables accomplished by the student at each assignment
- Any grade information provided by the instructor
- Grade Appeal Checklist (this page) with appropriate signatures

***By signing below, I confirm that I have read, understand, and meet the grade appeal policies on the reverse side as well as the above listed statements.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Chair Determination regarding Grade Appeal**

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Instructor name: \_\_\_\_\_

**Statement of Determination**

Department Chair name: \_\_\_\_\_

Department Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For Office Use Only-***

***Decision:*** \_\_\_\_\_ ***Authority Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_