

**CHARLESTON SOUTHERN UNIVERSITY  
OFFICE OF THE REGISTRAR  
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

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<b>TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>	<b>DATE OF INCEPTION</b>
PROCEDURES FOR CHANGING OR APPEALING COURSE FINAL GRADES	GR-100	1 of 1	October 15, 1999

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Purpose: To establish procedures for graduate students seeking final grade changes.

**Grade Changes/Appeals**

Based on individual student circumstances, a professor may change a grade within the six-month period following the end of the course. Between six months and one year, both the professor and the department head must approve the grade change. After one year, the Vice President for Academic Affairs must also approve the grade change. A grade change after one year must be due to clerical error.

**Appealing a Final Course Grade**

A. The first level of appeal for a student who is dissatisfied with a grade received is to the professor assigning the grade. The student should make contact with the professor to explain the basis of dissatisfaction and the professor should explain the basis for the grade. This meeting should be face to face; however, the professor may allow other forms of communication (via telephone or e-mail, for example). The student must request this interview in writing to the professor within 10 days of the posting of the final grade. Once the faculty member has received the request, the interview (or other communication) must be scheduled within normal working hours (8 a.m. - 5 p.m.), Monday through Friday within 10 days of the student's request (unless the request does not fall within a major term; see paragraph D below). Failure by the faculty member to respond to the student's request within the established time will be considered a violation of the University policy. Failure of the student to appear at the scheduled interview ends the appeals procedure. If the student has not been contacted by the professor within 30 days of mailing the appeal, the student should file the appeal directly with the Registrar, who will forward the appeal to the appropriate Graduate Director. Note: If the director is also the instructor whose grade is being appealed, then the student must appeal to the appropriate academic dean. If the instructor is a dean, the appeal is made to the director, who will copy the VPAA and chair of Graduate Council.

B. If the student wishing to appeal a final course grade is still dissatisfied after an interview (or other agreed upon communication) with the professor, the student should then submit a written statement to the Registrar, who will forward the appeal to the appropriate Graduate Director, within 10 days of the interview. This should contain the reasons for dissatisfaction and the specific changes the student regards as fair and desirable. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within 10 days of receiving t

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