

Grade Appeal Process

The following shall be the official grade appeal policy of the academic units in the College of Communication, Media, Design and Information.

Campus policy states that individual faculty members have primary authority and responsibility in the area of evaluating student course performance and assigning grades and are charged with carrying out these responsibilities in a professional manner. The CMDI Associate Dean has the authority and responsibility to deal with any grade appeal requests in special and unusual cases in such that a student believes that a course grade has been improperly or unprofessionally awarded, discussions between the instructor and the student have not led to a resolution.

Students should be aware, however, that the CMDI Associate Dean nor Department Chairs can require an instructor to change a properly assigned course grade in line with the course's syllabus guidelines. The individual instructor of a given course decides issues of disagreement about whether a given assignment was worth a B or an A, for example.

Before starting the grade appeal process, please be sure to have completed and/or understand the following requirements and policies:

1. When a student believes that a course grade has been improperly assigned, the student must contact the faculty member to verify that the grade was accurately reported, and if so, may request clarification of the reason the grade was awarded.
2. If discussions between the instructor and the student do not lead to a resolution, the student will have the option of submitting a formal grade appeal through the [CMDI grade appeal form accessed at the link here.](#)
3. The appeal must detail the basis for the appeal and should state the specific remedy desired by the student. Any relevant written documentation and work in question will be required for the appeal.
4. The appeal must be submitted within **45 days** of the end of the academic term in which the course was taken, or it will not be able to be accepted.
5. If an appeal is submitted during an ongoing semester, the appeal process will not begin until after grades have been posted.
6. The timeline for a grade appeal to be finalized can greatly vary based on the grade appeal situation, but students can expect an email update from cmdiundergrad@colorado.edu on their request within 60 days of their submission.
7. The decision of the appeal will be communicated by the CMDI Associate Dean directly to the student and will be final, and the grade appeal process concluded.

8. In some instances, a student might need to submit a Student Conduct Appeal Form for any Honors Code or Student Code of Conduct violation as well as the CMDI Grade Appeal Form. The two forms and processes are separate.
 - a. For more information on Honor Code violations or Discrimination allegations please reference the links below:
 - i. <http://honorcode.colorado.edu/>
 - ii. <http://www.colorado.edu/policies/discrimination-and-harassment-policy-and-procedures>