

Petition for a Grade Dispute

Students of any College of Sciences & Health Professions course who received a final grade that they dispute on the grounds of either: 1) a computational error, or 2) non-uniform grading practices, must submit a Petition for a Grade Dispute. The petition must be submitted no later than the last day of instruction for the semester immediately following the semester of registration in the disputed course (for example, the end of the Spring semester for a grade dispute for a Fall course). For more detailed directives related to the grade dispute policy, see the Undergraduate Catalog at: <http://www.csuohio.edu/undergradcatalog/geninfo/regs/regs2.htm#Dispute>

Required Process:

1. **The student should first present the petition to the course instructor and seek to resolve the grade dispute.**
2. **If the student and instructor are unable to find a resolution, the instructor must prepare a written response, and the petition along with the instructor’s response should then be presented to the chair of the department offering the course.**
3. **If resolution is not reached through the mediation of the department chair, the petition should then be submitted for review by the Academic Standards Committee of the College of Sciences and Health Professions** (see below for petition submission information).

Should resolution be reached with either the instructor or the department chair, a Change of Grade form should be submitted, and this petition will not need to be submitted to the Academic Standards Committee.

Required petition components:

- Completed Petition for a Grade Dispute form
- Typed statement from the student describing the circumstances related to the dispute, including any evidence of a computational error or non-uniform grading standards. Attach a separate statement.
- Documented response from the instructor. Attach a separate statement and/or utilize the space provided on the reverse side.
- Statement from the department chair. Attach a separate statement and/or utilize the space provided on the reverse side.
- A copy of the course syllabus with clear notations regarding all grades/points earned by the student on each assignment.

Name	Student ID#		
Street Address	City	State	Zip
Home Telephone	Alternative Telephone (work, cell)		

Course (department and course number, i.e. “MTH 181”) _____ Instructor _____

Semester/Year of Course Registration

Fall 20____ Spring 20____ Summer 20____ **Current Grade** _____

With my signature, I hereby authorize the Academic Standards Committee to review any pertinent records. I also affirm that to the best of my knowledge, the information provided on this form and the information attached (if applicable) accurately reflects the facts involved in this case.

Student Signature	Date
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Completed petitions should be turned in to the College of Sciences and Health Professions Advising Center. Petitions will be reviewed for accuracy and completion by the Advising Center staff upon receipt. Incomplete or inaccurate petitions will be returned to students along with additional instructions for completion. Complete and accurate petitions will be held for the next scheduled meeting of the Academic Standards Committee. Submission of the petition does *not* constitute a guarantee of approval.

Students should note that the Academic Standards Committee holds only a few meetings each semester. Please contact the College of Sciences and Health Professions Advising Center to learn more about petition submission deadlines for upcoming meetings, or if you need assistance preparing your petition.

Main Classroom 218B 216-687-9321 216-687-6945(fax) COSHPadvising@csuohio.edu

<i>Office Use Only</i>	Date: _____	Committee Decision: _____	Initials: _____
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