

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

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<b>TITLE</b>	<b>NUMBER</b>	<b>DATE</b>
<b>CHANGING AND/OR APPEALING A FINAL COURSE GRADE</b>	<b>R-45</b>	<b>January 23, 1995</b>

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Purpose: To establish the procedures whereby a final course grade may be changed or appealed.

**GUIDELINES:**

**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

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