

Grades and Other Academic Appeals

A student may appeal a final grade or other academic decision in accordance with CPTC procedure. A student may appeal by submitting a typed letter of appeal to the instructor who awarded the grade or made the academic decision within ten (10) business days from the date the student learned or reasonably should have learned of the final grade or other academic decision.

If the appeal to the instructor does not satisfactorily resolve the student's concern, he or she may further appeal to the appropriate Dean for Academic Affairs by submitting a typed letter or email of appeal and the results of the appeal to the Dean within twenty (20) business days from the date the student learned or reasonably should have learned of the final grade or other academic decision.

If the student is not satisfied with the decision of the Dean, the student may appeal to the Vice President for Academic Affairs by submitting a typed letter or email of appeal and the results of appeals to the Vice President of Academic Affairs within thirty (30) business days from the date the student learned or reasonably should have learned of the final grade or other academic decision. The decision of the Vice President for Academic Affairs shall be final.