



Grade Appeal Policy and Procedure

The procedures described are applicable only to examine a student's claim of an unfair academic evaluation made by the instructor. The academic evaluation, resulting in grade assignment, will be subject to appeal if the instructor's evaluation is based on any of the following:

- There was a clerical/administrative error in the calculation and/or assignment of the grade;
- The grade assignment was based on factors other than the student's performance in the course and/or completion of course requirements; or
- The grade assignment meant that the student was held to more demanding standards than other students in the same section of the course.

The burden of proof of these conditions rests on the student.

The student should not follow this procedure in situations of academic dishonesty. If a student wishes to appeal a grade received as a sanction for an instance of academic dishonesty, the student must follow the Academic Dishonesty procedure: <http://www.unr.edu/student-conduct/policies/university-policies-and-guidelines/academic-standards/policy>.

There are four possible processes in this grade appeal procedure:

1. Student consults with instructor before filing Grade Appeal Form;
2. Student files a Grade Appeal Form with department chair;
3. Student meets with the department chair or with both the department chair and instructor; and
4. Department chair appoints a grade appeal review committee.

1. Student Consults with Instructor

In the event that a student disagrees with the final grade received in a course, the student must discuss the basis for the grade with the instructor. This requirement allows clerical/administrative grade errors that are discovered to be corrected by the instructor by means of the Change of Grade Form without the necessity of filing an appeal. If the grade is still in dispute after consultation, then the student may complete the Grade Appeal Form. The consultation step can be skipped only if the instructor is unavailable or fails to respond within 10 working days. (For the purpose of this policy, working days refers to faculty academic contract days.)

2. Student Files a Grade Appeal Form with Department Chair

If after consulting the instructor the student still feels the grade assignment meets one of the three bulleted criteria above, and/or the student was unable to consult with the instructor, the student may complete a Grade Appeal Form and file it with the chair of the department offering the course. (In this policy, the term "chair" may also refer to the director of a program offering the course, or a designee for the chair or program director.)

The Grade Appeal Form must be filed no later than 10 working days after the start of the next spring or fall semester (whichever comes first) after the grade is assigned.

3. Student Meets with the Department Chair or with both the Department Chair and Instructor

The chair has a total of 30 working days after receipt of the Grade Appeal Form to contact the student, request a written response from the instructor, meet with the student or the student and the instructor to attempt to facilitate a resolution between the student and the instructor, and provide a written summary of the results of the process. A recommended schedule is as follows:



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- Within 5 working days of the receipt of the Grade Appeal form, the Department chair should contact the instructor and the student to begin investigation of the situation.
- The department chair requests a written response from the instructor.
- The instructor has 5 working days to provide a written response to the chair concerning the appeal.
- The chair should arrange a meeting with the student within 5 working days of receiving the written response from the instructor.
- The chair should complete the written summary of the results of that meeting within 5 working days of meeting with the student and student and instructor.

If the chair is able to facilitate an agreement between the student and the instructor on the final grade within 30 working days after the receipt of the Grade Appeal Form, the agreed-upon grade is considered final. If this grade is different from the original grade assigned by the instructor, a Change of Grade form must be filed by the instructor.

1. Department Chair Appoints a Grade Appeal Review Committee

If the chair is unable to reach a resolution between the student and the instructor within 30 working days of receiving the Grade Appeal Form, the chair will appoint a Grade Appeal Review Committee and forward the Grade Appeal Form, along with the instructor's response, to the Committee. The committee will consist of the following four members: one student currently enrolled at the institution, one faculty member from within the department, one faculty member from outside the department, and a committee chair (from within or outside the department). The student on the Grade Appeal Review Committee should have the same status as the student requesting a grade appeal. For example, an undergraduate student filing a grade appeal should have an undergraduate student on the Grade Appeal Review Committee, while a graduate student should have a graduate student on the Grade Appeal Review Committee. The department chair should not serve on or chair the Grade Appeal Review Committee. The Grade Appeal Review Committee chair will chair the Committee and act as a non-voting member. While the instructor and the student may comment on the composition of the committee within 2 working days of its appointment, the final decision on the committee's composition rests with the department chair.

The Grade Appeal Review Committee does not have subpoena power. The principals (i.e., the student and the instructor) may not be represented by counsel. The hearing of the grade appeal by the committee is a closed meeting to be attended only by the Grade Appeal Committee, the student, and the instructor. The student or the instructor may waive his or her right to attend.

The Grade Appeal Review Committee may request additional materials from the student or instructor within 10 working days of the appointment of the committee, and those materials shall be provided to the Committee within 5 additional working days.

The Grade Appeal Review Committee will convene no later than 20 working days after it is appointed and receives the grade appeal materials, and will make a recommendation of grade assignment within 5 more working days.

The decision of the Grade Appeal Review Committee is determined by vote and a majority decision rules. The decision does not have to be unanimous. This decision is **not** subject to appeal. The dean, department chair, instructor, and student will be notified of the decision, and in case the decision involves a change from the original grade, the Registrar's Office will be notified. A Change of Grade form will be filed by the department chair if the committee recommends a change of grade.



Notice of Intent to Appeal a Grade

Instructions: Provide the information requested and file with the chairman of the department concerned in accordance with the regulations.

Name _____ NSHE ID _____

Signature _____ Date _____

Course Information

Course Title _____ Course Number _____ Section _____

Semester _____ Grade _____ Instructor _____

Department _____

Reason(s) for appeal: State why you believe the grade issued in the above named course does not reflect your level of achievement/performance.

For Office Use Only

Approved

Denied

Evaluator _____

Date _____



Official Grade Appeal

Instructions: Provide the information requested and file with the chairman of the department concerned in accordance with the regulations.

Name _____ NSHE ID _____

Signature _____ Date _____

Course Information

Course Title _____ Course Number _____ Section _____

Semester _____ Grade _____ Instructor _____

Department _____

Reason(s) for appeal: State why you believe the grade issued in the above named course does not reflect your level of achievement/performance.

For Office Use Only

Approved

Denied

Evaluator _____

Date _____



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Instructor/Department Conferences

Regulations require the student to meet with the instructor of the course. If the conflict is not resolved, a meeting with the department chairman or designee must be held. Give a brief summary of the results of these meetings.

Action Requested

State the action you are seeking (re-examination, re-evaluation, mediation, arbitration, etc.)

Received by Department Chairman _____ Date _____

Recommendation of Appeal Board _____

_____ Date _____

Instructor's Action (if any) _____

_____ Date _____

Dean's Action (if any) _____

_____ Date _____