

<b>Policies of the UNT Dallas College of Law</b>	Chapter 7.000
<b>7.312 Grade Changes and Grade Appeals</b>	<b>Student Affairs, Education &amp; Funding</b>

**Policy Statement.** This UNT Dallas College of Law (COL) policy is based on the following principles: (1) COL faculty members are ultimately responsible for the assignment of grades, (2) grade changes should be made only in cases of mathematical error or if a faculty member missed the fact that a the student provided an answer, and (3) an appeal of grade procedure should be available only for cases in which there is demonstrable evidence of arbitrary or prejudicial grading or mathematical error or missing an answer.

At no time will an instructor be allowed to consider a grade complaint or appeal in which the student seeks a re-evaluation of the work performed. It is against COL policy for instructors to agree to undertake a re-evaluation of the work performed.

**Application of Policy.** All COL students

**Definitions.**

1. **Arbitrary.** “Arbitrary” means a decision wholly lacking any basis in any standard or criteria applicable to the assignment.
2. **Prejudice.** “Prejudice” means a decision motivated by ill will that is not indicative of the student's academic performance in regard to grades.
3. **Error.** “Error” a mathematical error or missing the fact that the student provided an answer.

**Procedures and Responsibilities.**

1. **Faculty Responsible for Assignment of Grades.** The responsibility for the evaluation of students rests with the COL faculty. The university presumes that the judgment of the faculty member in a course is authoritative, and that all assigned grades are correct.
2. **Student Informal Consultation with Faculty Member.** A student who wishes to complain about a final course grade must first discuss the matter with the faculty member of record. The discussion with the faculty member must occur as soon as possible after assignment of the grade and under no circumstances will a faculty member entertain a student's complaint any later than one week after the start of the academic term following the assignment of the grade. The faculty member will listen to the student complaint, and consider whether the grade is the result of arbitrary or prejudicial action, or a

mathematical error or missing the fact that the student provided an answer. The faculty member must inform a student of a decision within three (3) days of meeting with the student.

At no time will an instructor consider a grade complaint seeking re-evaluation of the student work.

3. **Formal Petition for Grade Appeal.** If a student's concern remains unresolved after the informal consultation with the faculty member, the student may submit a written petition for appeal to Associate Dean for Academics within three (3) days of learning the result of the informal conversation with the faculty member.

a. A formal petition for a grade appeal may only be considered based on a legitimate claim that the final grade in a course was assigned arbitrarily, based on prejudice, or was based on mathematical error or missing a student answer. Students bear the burden of proof to support their petition.

b. A student's formal petition for grade appeal to the Associate Dean for Academics must include:

i. The stated grounds for the final course grade appeal—specifically, the basis for the claim that a final course grade was assigned arbitrarily, prejudicially, or reflected mathematical error or the failure to see a student answer.

ii. Any additional supporting information.

c. Within five (5) business days of receiving a student petition, the Associate Dean will meet with the student to review the petition.

d. If the Associate Dean believes that the student's petition may have merit, within three (3) business days after meeting with the student, the chair will consult with the faculty member to consider an amicable solution.

e. After consulting with the Associate Dean, the faculty member may choose to let the grade remain or change the course grade.

f. The Associate Dean will communicate the decision of the faculty member to the student, or, if the Associate Dean determines that the student's petition is without merit, that decision will be communicated to the student. Notice must be provided to the student no later than two (2) business days after the most recent meeting between the Associate Dean and the faculty member resulting in a decision on the grade appeal.

4. **Miscellaneous.**

- a. Time frames established for the grade appeal process may be extended by the department chair involved in the process for good cause.
- b. Grades issued by a faculty member will remain in effect during the appeal procedure.

**References and Cross-references.**

None.

Approved: 08/25/2014

Effective: 08/25/2014

Revised: