

<p><b>The University of North Texas at Dallas Policy Manual</b></p>	<p><b>Chapter 7 Student Affairs, Education, &amp; Funding</b></p>
<p><b>7.007 Grade Appeal</b></p>	

**Policy Statement.** The University of North Texas at Dallas encourages students to resolve grade disputes through informal discussion with their instructors and through a formal process only when necessary. The UNT Dallas grade appeal policy is based on the principles that faculty are responsible for selecting instructional materials as well as determining grades in accordance with the course goals and student learning outcomes. A student may dispute a grade based on one or more of the criteria described in this policy. Only the final course grade may be appealed.

**Application of Policy.** This policy applies to all students.

**Definitions.**

1. Arbitrary - a substantial departure from accepted academic norms such that the instructor did not actually exercise professional judgment.
2. "Business Days" are those days the university's business offices operate.

**Criteria for Grade Appeal**

1. A clerical or administrative error was made in the calculation or assignment of the student's grade.
2. The grade was not calculated in accordance with the grading criteria stated in the syllabus.
3. The grade was based on an arbitrary or unlawful reason, including discrimination, harassment, retaliation, or observance of religious holy days.

**Grade Appeal Procedures and Responsibilities**

1. A student who wishes to appeal a final course grade should first arrange an informal meeting with the instructor to discuss the student's concern.
2. If the concern is not resolved after the informal meeting with the instructor, the student may appeal the final course grade to the chair of the department. The student must forward a grade appeal form to the chair within 10 business days of the first class day of the following semester.
3. The chair may solicit written feedback from the student and instructor and may meet with each separately before rendering a decision. The chair will notify the student and instructor of his/her decision within 10 business days of receiving the student's appeal. The student or the instructor

may appeal the decision of the chair.

4. The student or instructor has 10 business days from receipt of the chair's decision to send a written appeal of the chair's decision to the dean of the respective division/school/college. The dean will appoint a three-person *ad hoc* committee of faculty members to hear the appeal.
5. The *ad hoc* committee will review the appeal and may request an in-person meeting with the student and instructor separately.
6. The *ad hoc* committee will notify the dean of its decision within 10 business days of its appointment. The dean will notify the student and instructor of the *ad hoc* committee's decision within three business days of his/her receipt of the decision.
7. All rulings made by the *ad hoc* committee are final.
8. All records related to the appeal will be filed with the chair of the department in which the grade was originally assigned and retained in accordance with the UNT Dallas record retention policy.

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