

COURSE GRADE APPEAL PROCESS

Student appeals must be filed **within 30 days of final grade posting**.

1. Any student who believes a grade has been inequitably assigned should **first contact the instructor** who awarded the grade to discuss the issue and attempt to resolve the differences. If the instructor is no longer associated with UNT at the time of the appeal, contact the Program Coordinator or Department Chair.
 2. If the issue is not resolved between the student and the instructor, the student will present the **appeal in writing to the appropriate Program Coordinator** within the Department. If no program coordinator is assigned, the Department Chair will serve in this role.
 - a. The Program Coordinator will request a written statement from the student's instructor regarding the grade appeal.
 - b. The Program Coordinator may accept or reject the appeal based on the evidence provided by both the instructor and student.
 3. If the issue is not resolved at the degree program level, the student will present the **appeal in writing to the Department Chair**.
 - a. The Department Chair will be forwarded a written overview of the situation from the appropriate Program Coordinator, the appeal request from the student, and the written statement from the student's instructor.
 - b. The Department Chair will provide this information to the Department Appeals Committee, an ad hoc faculty committee of the Department of Learning Technologies Academic Affairs Committee.
 - c. The Appeals Committee will review all submitted information related to the grade appeal and make a recommendation for disposition of the grade appeal to the Department Chair within 30 days from the date of receiving all written information related to the grade appeal.
 - d. The Department Chair will make a determination regarding the grade appeal and will inform the student, the student's instructor and the appropriate Program Coordinator of the decision.
 4. All records of the case will be filed with the Learning Technologies Department Chair.
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5. Either party to the dispute may **appeal that decision to the Dean of the College of Information**.
 - a. The appeal to the Dean of the College of Information is based solely upon alleged violations of established procedures of the appeal process of the Department of Learning Technologies.
 - b. Substantive matters, up to and including the refusal of the instructor to act in accordance with the Appeal Committee's recommendation or the student's refusal to accept the verdict, MAY NOT be appealed to the Dean of the College of Information.
 - c. The Dean of the College of Information, after a review of the submitted written materials (and oral hearings if desired), shall make a ruling about procedural questions within 15 days.
 - d. The Dean's ruling may be appealed by either the student or the instructor to an ad hoc committee composed of three faculty members appointed by the Dean of the College of Information and representing departments other than the one in which the disputed grade was awarded and three students appointed by the Committee on Committees of the Student Government Association.
 - e. This ad hoc committee will have 30 days from the date of its appointment to complete its work.
 - f. This committee shall operate within the guidelines set out for the Department of Learning Technologies Appeals Committee.
 - g. All rulings made by this committee regarding procedural questions shall be final.
 6. All documents related to the case shall be returned to the Chair of the Department of Learning Technologies for department files.
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For contact information:

- Contact the main office at 940.565.2057
- View the faculty information on <http://lt.unt.edu>

Last revised: September 19, 2016
