

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

**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 of 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” means 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.
3. “Student Academic Appeals Committee” (SAAC) is a standing committee established by the Office of Academic Appeals to review academic appeals brought forth by students, such as grade appeals, academic integrity appeals, academic suspension appeals and other appeals related to academic matters determined by the Provost or Assistant Provost to be in need of committee review. The Assistant Provost coordinates the activities of the SAAC, which is comprised of faculty, staff and students.

### **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.

### **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 program coordinator of the department. For instances in which a school does not have formal program coordinators, the dean of the respective school/college may designate a faculty member within the school to act in place of the program coordinator. The student must forward the Grade Appeal Form to the program coordinator (or dean in absence of a program coordinator) within 10 business days of the first class day of the following semester.
3. The program coordinator may solicit written feedback from the student and instructor, and may meet with each separately before rendering a decision. The program coordinator will

- afford the student and instructor the same opportunities to provide additional information. The program coordinator will notify the student and instructor of the decision within 10 business days of receiving the student's appeal. The student or the instructor may appeal the decision of the program coordinator.
4. The student or the instructor has 10 business days from receipt of the program coordinator's decision to send a written appeal to the dean of the respective school/college. The dean will forward the appeal with any other documentation to the Student Academic Appeals Committee. In the case of the College of Law grade appeals, the dean will appoint a three-person *ad hoc* committee to act in place of the Student Academic Appeals Committee.
  5. The Student Academic Appeals Committee will review the appeal and may meet with the student and instructor separately. The Student Academic Appeals Committee will afford the student and instructor the same opportunities to provide additional information. The dean may, at times, act as a member of the Student Academic Appeals Committee, including participating in the review process and voting toward the decision.
  6. The Student Academic Appeals Committee will make a decision with a majority vote and will notify the dean of its decision within 30 days of receiving the appeal. The dean will notify the student and instructor of the Student Academic Appeals Committee's decision within three business days of receipt of the decision.
  7. All rulings made by the Student Academic Appeals Committee are final.
  8. All records related to the appeal will be filed with the program coordinator of the department in which the grade was originally signed and retained in accordance with the UNT Dallas record retention policy.

#### **Reference and Cross-references**

None.

#### **Attachments**

- [Grade Appeal Form](#)

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