

UNIVERSITY OF NEBRASKA AT OMAHA  
DEPARTMENT OF FOREIGN LANGUAGES

GRADE APPEAL PROCEDURE

In order to minimize misunderstandings which could result in grade appeal, every instructor should furnish each student with a course syllabus before the end of drop and add week (the first week of the semester). The course syllabus should clearly state the requirements for the course and the manner of evaluation(s) to be used. If relevant, the syllabus should indicate the percentage which each of the course components will count in the final grade and also the breakpoints for A, B, etc. All instructors should endeavor to keep records in such a manner that will make sense to any committee that might have to use them.

If a student believes that his/her grade has been given in a prejudiced or capricious manner, the following procedure shall be used: (all grade appeals must be initiated prior to the end of the 4<sup>th</sup> week of classes in the semester following the one in which the disputed grade has been given.)

1. The student shall confer with the instructor involved to make certain that all records are accurate and that no error has been made. (In the event, that the instructor is no longer available, the student may ask the Chair to contact the instructor on his/her behalf.)
2. If no satisfactory conclusion has been reached by contacting the instructor, the student should confer with the Chair within 5 (five) working days of contacting the instructor. (If the grade appeal is against the Chair, the Assistant Chair shall fill the role of the Chair.) At this point, the Chair shall give the student a written copy of the procedures to be used in the department and shall hold a meeting with the student and the instructor within 5 (five) working days to try to resolve the matter.
3. If the matter cannot be satisfactorily resolved in the above meeting, the student shall file a written petition with the Chair. This petition should explain the nature of the complaint, along with any supporting evidence the student wishes to present. The petition should be filed within 10 (ten) working days of the above meeting.
4. Upon receipt of the petition and materials from the student, the Chair shall, within 5 (five) working days, notify the Department Academic Standards and Curriculum committee of the appeal. At this time, copies of the petition and supporting materials shall be given to the instructor and the committee. The committee shall appoint one student member and one additional department

member to serve with them. (If the instructor involved is on the committee, the Chair shall replace him/her with another member.) Thus, the total Composition of the committee shall be 6 (six). Once the committee has been formed, the instructor shall have 10 (ten) working days to reply in writing to the student's petition. The committee shall send the instructor's response to the student within 5(five) working days.

5. Within 10 (ten) days after materials are sent (above), the committee will convene a meeting. The student and the instructor shall be notified in writing of the meeting and should reply in writing within 5 (five) working days whether or not each wishes to attend. Each shall have the right to be present and to respond at the meeting.
6. Within 5 (five) working days of the meeting, the committee shall reconvene to discuss the matter and at that time shall vote by secret ballot whether or not to uphold the appeal. If the committee judges that no prejudiced or capricious grade has been given, it shall issue within 5 (five) working days, a written statement to the Chair along with a summary of the evidence that led to its conclusion, and the recommendation that the appeal be dismissed. If the committee judges that the grade was prejudiced or capricious, it will convey its decision and summary of evidence to the Chair, along with a written recommendation that the Chair institute the appropriate grade change.
7. The Chair shall notify the instructor and the student of the recommendation within 5 (five) working days. If the committee has recommended a grade change, the Chair shall also convey the committee's recommendation to the Dean.
8. Copies of all materials shall be kept in the department for 2 (two) calendar years from the date of the student's petition and then all materials must be destroyed.