

**Office of Latino/Latin American Studies (OLLAS)**  
**University of Nebraska at Omaha**  
**Grade Appeals Procedures**  
**November, 2005**

1. Any student who contacts an instructor about formally pursuing a grade appeal will be referred to the program director and will be provided with a written copy of these guidelines.

Except under extraordinary circumstances, the affected student must initiate the appeals process **within the first 60 calendar days** of the semester (excluding summer semesters) following the semester in which the course was taken.

2. The instructor will notify the director that an appeal has been initiated **by the end of the next working day**.

If a student initiates an appeal directly to the program director without first discussing the matter with the instructor, the director will recommend that the student consult the instructor and, **by the end of the next working day**, will inform the instructor that an appeal has been initiated.

In the event that an appeal involves a grade submitted by the director, the assistant director of the program will serve in the role of the director for the purpose of that appeal.

3. If the student-instructor discussion does not resolve the issue within ten (10) working days after the initiation of the appeal, the faculty member will inform the student that he or she may, **within the next five (5) working days**, appeal to the program director who shall attempt to resolve the matter through informal consultation in an attempt to mediate the disagreement.
4. If, **after ten (10) working days**, the director's informal attempts at resolution are unsuccessful, the director will notify the student that he or she may, **within the next five (5) working days**, make a formal appeal, in writing, to the director of the program.

The written appeal must state the following:

- a. The grade received
- b. The course and semester in which the grade was received
- c. The instructor who submitted the grade
- d. Why the student is appealing the grade
- e. The steps the student has taken to discuss the matter with the instructor
- f. The action(s) the student wishes the program to take

On receiving a letter of formal appeal, by the end of the next working day the director will solicit a written response from the instructor against whom the appeal is being filed. The written response must be submitted **within the next five (5) working days**.

5. **Within ten (10) working days** of receipt of the instructor's written response, the program director shall appoint a grade appeal committee of OLLAS faculty members to consider the matter. The committee will choose its own chair and will make decisions by majority vote. The committee shall review relevant materials and invite the student and the instructor, separately, to a hearing on the appeal. The committee may invite and hear others whom it feels can contribute to the resolution of the matter.
6. **Within fifteen (15) working days** of its constitution, the committee shall transmit its decision in writing to the program director. The program director will notify both the student and the instructor of the appeal committee's decision **within the next five (5) working days**.
7. If the student still feels the matter has not been satisfactorily settled, the student can appeal in writing to the Dean of the College of Arts and Sciences. The College of Arts and Sciences Educational Policy Committee will determine if the program's procedures for grade appeal have been followed and that academic due process has been fulfilled. If a fair and proper hearing has been accorded by the program, the College of Arts and Sciences Educational Policy Committee will decline to consider the case further and will forward the program's recommendation on the matter as its own.

## **TIMETABLE:**

**Initiation of appeal with instructor:** within the first 60 calendar days of the semester following the semester in which the course was taken (excluding summer semesters). In extraordinary circumstances, the director may extend this deadline.

**Consultation with instructor:** no more than ten working days after initiation of appeal.

**Informal appeal to program director:** no more than five working days after consultation with instructor has ended.

**Informal process mediated by program director:** no more than ten working days after initiation of informal appeal.

**Formal, written appeal to director:** no more than five working days after informal appeal process between the student, the faculty member and the director has ended.

**Formal, written response to appeal:** no more than five working days after the written appeal is submitted to the director.

**Appointment of appeals committee:** no more than ten working days after the filing of the written appeal.

**Appeals committee report:** no more than fifteen working days after appointment by the program director.

**Notification of decision to affected parties:** no more than five working days after committee report is issued.

**Appeal of program's decision:** see College of Arts and Science's Grade Appeal Procedures.