

Grade Appeals Procedures Department of Political Science University of Nebraska at Omaha

When a student believes there is cause to challenge a **final course grade** received from an instructor, the student shall initiate an appeal by discussing the matter with the instructor.

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.

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

If a student initiates an appeal directly to the chair without first discussing the matter with the responsible instructor, the chair 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.

If the student and the instructor are unable to reach a mutually satisfactory resolution 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 department chair who shall attempt to resolve the matter through informal consultation with the involved parties. **This appeal must be in writing, stating the reasons that the student believes the grade is in error or inappropriate.**

If, after ten (10) working days, the chair's informal attempts at resolution are unsuccessful, the chair will notify the student that he or she may, **within the next five (5) working days**, make a formal appeal, in writing, to the chair of the department. The written appeal will specify the reasons for the challenge of the grade assigned by the instructor.

Within ten (10) working days of receipt of the written appeal, the department chair shall appoint a committee of department members to consider the matter. The committee (when possible) shall be composed of one non-involved faculty member from each of the professorial ranks. 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.

Within fifteen (15) working days of its constitution, the committee shall transmit its decision in writing to the department chair. The department chair will notify both the student and involved instructor of the department's decision.

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. Normally, decisions made at the College level will be final.

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 chair may extend this deadline.

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

Informal appeal to department chair: no more than five working days after consultation with instructor has ended.

Informal process mediated by department chair: no more than ten working days after initiation of informal appeal.

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

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 department chair.

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

Appeal of departmental decision to the Dean of the College of Arts and Sciences: see College Appeals process.