

Grade Appeal Filing Form

IMPORTANT: CBA's Policies and Procedures (*Section 6.1*) states that a grade appeal has merit when a student demonstrates that the grade awarded was

- capricious (defined as a sudden change of mind without adequate notification), or
- prejudicial (defined as being treated differently; out of the norm).

That a student is dissatisfied with a grade or an instructor is not a sufficient basis for initiating the formal Grade Appeal process. *It is the responsibility of the student to prove the instructor acted in one or both ways when awarding the student's grade.*

A formal grade appeal is filed by turning in a typewritten ***Grade Appeal Filing Form*** (page 4 of this document) to the CBA Dean's office (MH 300). An electronic copy of the completed grade appeal form must also be emailed to the Associate Dean at lharland@unomaha.edu. This appeal form **MUST CLEARLY INDICATE** how the instructor behaved in a capricious or prejudicial manner in awarding the student's grade.

The strict deadlines for filing an official Undergraduate grade appeal form are:

- For a course completed during the fall semester: The last business day in January.
- For a course completed during the spring semester: The last business day in June
- For a course completed during any of the summer sessions: The last business day in September

Grade Appeal Filing Form

1. Student's name: _____

2. Course for which grade is being appealed: _____

3. Department for which grade is being appealed: _____

4. Course Instructor: _____

The CBA grade appeals process requires a student to attempt to resolve the disagreement directly with the course instructor. If not resolved, the student must meet with the chairperson of the course instructor's department before initiating the formal grade appeals process. Please read page 1 of this packet for details.

5. Have you met with the instructor about the grade you received and why you felt the grade awarded was capriciously or prejudicially determined?

Yes _____, on (dates): _____ No _____

6. Have you met with the instructor's chairperson about the grade you received and why you felt the grade awarded was capriciously or prejudicially determined?

Yes _____, on (dates): _____ No _____

7. If you attempted to speak to either the instructor and/or chair, but were unable to make contact, record the steps you took and dates when you attempted to make contact, and/or why contact was not made. Include any copies of letters or email message you send.

Note: If you do not specifically indicate in detail WHY you believe your grade was awarded capriciously or prejudicially, your grade appeal will not be accepted and a grade appeal hearing will not be scheduled.

8. On the lines below, state the very specific reasons you believe this instructor awarded your grade in a **capricious** or **prejudicial** manner. (A separate sheet may be attached if more room is needed.)

9. Student's signature: _____ Date signed: _____

FOR OFFICE USE ONLY:

DATE RECEIVED: _____	BY: _____
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