



**Office of Admissions and Records
University of Nevada, Reno
Mail Stop 120
Reno, Nevada 89557-0002
775-784-4700
Fax 775-784-4283**

GRADE APPEAL POLICY AND PROCEDURE

The procedures described are applicable only to examine a student's claim of an unfair academic evaluation made by the instructor. The academic evaluation, resulting in grade assignment, will be subject to appeal if the instructor's evaluation is based on any of the following:

- factors other than the student's performance in the course and/or adherence with course requirements.
- situations in which more demanding standards are placed on one student over others in the same section of the course.

In the event a student with the grade received in a course s/he shall discuss the accuracy of the grade with the instructor. An instructor's clerical errors can be corrected by the completion of a CHANGE OF GRADE form, available from Admissions and Records. If a clerical error has not been made, yet the instructor and student do not agree with the final grade, the student can proceed to demonstrate *intent* to appeal the grade received.

No later than 10 working days after the instruction begins the following semester, the student must file with the program director, chair, or designee of the department offering the course in question, an INTENT TO APPEAL A GRADE form, available from Admissions and Records. A student who fails to file an INTENT TO APPEAL A GRADE form within the specified time period forfeits the right to appeal the grade.

The program director, department chair, or designee shall attempt to resolve the conflict. If the conflict is not resolved at this level, the student may initiate an official grade appeal.

An OFFICIAL GRADE APPEAL form, available in Admissions and Records, must be filed with the program director, department chair, or designee, and course instructor (when possible), no later than 10 working days after the INTENT TO APPEAL A GRADE form has been filed.

A student who fails to file an OFFICIAL GRADE APPEAL form within the specified time period forfeits the right to that appeal.

Upon receiving the OFFICIAL GRADE APPEAL, the program director, department chair or designee will have five working days to request a written response to the grade appeal from the instructor. The instructor will have 10 working days to provide a response to the student appeal. No later than 20 working days after receiving the OFFICIAL GRADE APPEAL, the program director, department chair, or designee will inform the instructor and student in writing of the recommended final grade. If neither the instructor nor the student appellant contest the recommendation within five working days after receipt of the final grade recommendation, the recommendation is considered final and not subject to further appeal.

Department Grade Appeal Committee

Should the recommendation by the chair/designee be contested by the instructor and/or student appellant, the OFFICIAL GRADE APPEAL form and all related materials will be forwarded to a departmental grade appeal committee. The chair or designee will appoint a grade appeal board within 10 working days of receipt of the notice from the instructor and/or student appellant that s/he does not accept the recommendation of the chair. The chair or designee will notify the instructor and student appellant of the composition of the department grade appeal board.

1. The chair or designee will serve as chair of the department appeal board in non-voting capacity.
2. The appeal board will consist of three voting members: one student, one "in department" faculty, and one "out of department" faculty. The instructor of the course in question cannot serve as a member on the appeals board. The instructor and student appellant have the right to comment to the chair/designee regarding the composition of the board within two working days after the board has been appointed. The final decision of the board's composition rests with the chair/ designee.
3. The appeal board shall not have subpoena power.
4. The principals may not be represented by counsel. The grade appeal hearing is a closed meeting to be attended only by board members, the instructor, and the student appellant. Principals shall provide information requested by the board within three working days prior to the hearing.
5. The appeal board shall convene no later than 25 working days after the submission of the OFFICIAL GRADE APPEAL to the department grade appeal board.
6. Within five working days of the first convening, the appeal board, through its chair or designee, shall make a recommendation of grade assignment.
7. If neither the instructor nor the student appellant contest the recommendation within five working days after the receipt of the grade recommendation from the department grade appeal board, the recommendation is considered final and not subject to further appeal.

College Grade Appeal Committee

Should the recommendation by the department grade appeal board be contested by the instructor and/or student appellant, the OFFICIAL GRADE APPEAL form and all related materials will be forwarded by the department chair/designee to the dean of the school/college that offers the course within five working days. The dean or designee will appoint a college grade appeal board within 10 working days of receipt of the OFFICIAL GRADE APPEAL form from the department chair/designee. The dean or designee will notify the instructor and student appellant of the composition of the college appeal board.

1. The college appeal board will consist of three voting members: two "in department" faculty, and one "out of department" faculty. The "out of department" faculty member will not be the person who served on the department appeal board that considered this grade appeal. The "out of department" faculty member will serve as chair. The instructor of the course in question cannot serve as a member on the appeals board. The instructor and student appellant have the right to comment to the dean/designee regarding the composition of the board within two working days after the board has been appointed. The final decision of the board's composition rests with the dean/designee.
2. The appeal board shall not have subpoena power.
3. The principals may not be represented by counsel. The grade appeal hearing is a closed meeting to be attended only by board members, the instructor, and the student appellant. Principals shall provide information requested by the board within three working days prior to the hearing.
4. The appeal board shall convene no later than 25 working days after the submission of the OFFICIAL GRADE APPEAL to the dean's office.
5. Within five working days of first convening, the college grade appeal board shall make the final decision of grade assignment. The decision is not subject to appeal. The appeal committee chair will notify the dean, department chair, student appellant, instructor, and, in the case that the original grade is changed, the Registrar's Office.



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OFFICIAL GRADE APPEAL

Instructions: Provide the information requested and file with the chairman of the department concerned in accordance with the regulations.

Name: _____ Student I.D. #: _____

Telephone number where you can be reached during the appeal: _____

<i>Department</i>	<i>Course Number</i>	<i>Section</i>	<i>Title</i>
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<i>Semester</i>	<i>Year</i>	<i>Time/Days</i>	<i>Grade</i>	<i>Instructor</i>
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Reason(s) for appeal: State why; you believe the grade issued in the above named course does not reflect your level of achievement/performance.

INSTRUCTOR/DEPARTMENT CONFERENCES

Regulations require the student to meet with the instructor of the course. If the conflict is not resolved, a meeting with the department chairman or designee must be held. Give a brief summary of the results of these meetings.

ACTION REQUESTED

State the action you are seeking (re-examination, re-evaluation, mediation, arbitration, etc.)

Signature *Date*

Received by Department Chairman: _____
Signature *Date*

Recommendation of appeal Board: _____

Date

Instructor's Action (if any): _____

Date

Dean's Action (if any): _____

Date