

Policies of the University of North Texas Health Science Center	Chapter 7 – Student Affairs, Education, & Funding
07.618 SPH - Grade Appeal Policy and Procedures	

Policy Statement.

A grade may be appealed if the student believes the grade was awarded inequitably.

Application of Policy.

All School of Public Health students

Definitions.

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

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| 1. Any student who believes that a grade has been inequitably awarded should first contact the instructor who awarded the grade in order to discuss and attempt to resolve the issue | Student/Instructor |
| 2. Any instructor no longer associated with the Health Science Center at the time of the appeal will be represented in these proceedings by the Department Chair over the concentration in question. | Department Chair |
| 3. The student who is unable to resolve the differences with the instructor has 30 days following the first class day of the succeeding semester to file a written appeal with the appropriate Department Chair. | Student |
| 4. If the instructor is the Department Chair, the appeal should be submitted to the Dean, who will act as a substitute for the Department Chair in the following action. | Student |
| 5. The Department Chair may follow any of the four procedures below or a combination of them, in response to the written appeal submitted by the student: <ul style="list-style-type: none"> • The Department Chair may confer with the instructor. • The Department Chair may request that the instructor submit a written reply to the student's complaint. • The Department Chair may conduct a meeting of the two parties. • The Department Chair may refer the case directly to the Dean, as outlined below. In following any of the first three procedures noted above, the Department Chair should make a judgment on the merits of the case and | Department Chair |

determine a specific action in regard to the disputed grade.

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| 6. | Either the student or the instructor may appeal the decision of the Department Chair to the Dean who will in turn establish an ad hoc committee to review the case. This appeal must be submitted in writing within two (2) working days of the notice of decision from the Department Chair. | Student/Instructor |
| 7. | An ad hoc committee will be formed in response to the appeal submitted by the student or instructor. | Dean |
| 8. | <p>The ad hoc committee shall be constituted as follows and shall perform the following duties:</p> <ul style="list-style-type: none">• The ad hoc committee will consist of three School of Public Health faculty members. One faculty member will be selected by the student and the other by the instructor. If either party involved in the dispute declines to choose a member of the committee, the Dean will select that member. The third faculty member of the committee, who will serve as chair, will be chosen by agreement of the student and the instructor. If they cannot agree upon a third member, the member will be chosen by the Dean.• This ad hoc committee should require written statements from each participant in the dispute. Judgments may be rendered upon the basis of these statements, upon other evidence submitted in support of the statements, and upon the facts outlined in an oral hearing, if such a hearing is deemed necessary.• The committee must make a recommendation for disposition of the case within 30 days of its appointment.• All records in the case will be filed with the School of Public Health Office of Student and Academic Services. | Ad hoc committee |
| 9. | If the appeal is based solely upon alleged violations of established procedures, either party to the dispute has five (5) working days following the rendering of the ad hoc committee's decision to appeal that decision to the Dean. Substantive matters, up to and including the refusal of the instructor to act in accordance with the ad hoc committee's recommendation or the student's refusal to accept the decision, may not be appealed to the Dean. | Ad hoc committee |
| 10. | The Dean, after a review of the submitted written materials (and oral hearings if necessary), will make (within 15 days) a ruling about procedural questions. | Dean |

References and Cross-references.

Forms and Tools. (optional)

Approved: August 2000

Effective: August 2000

Revised: