

## UTMB HANDBOOK OF OPERATING PROCEDURES

Section 7	Student Policies	12/01/95 - Originated
Subject 7.1	Student Services and Activities	06/07/12 - Reviewed w/ changes - Reviewed w/o changes
<b>Policy 7.1.22</b>	<b>SON - Academic Appeal: Grading and Evaluation</b>	08/06/12 - Effective
		Student Affairs - Author

### **SON - Academic Appeal: Grading and Evaluation**

#### **Policy**

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A student may appeal an examination score, clinical evaluation, or course grade using the following procedures:

(1) Informal Academic Appeal Procedure

After receiving a score, evaluation or grade which a student wishes to challenge, the student should request a meeting with the faculty member administering the grade, stating with particularity the reason for the meeting and which parts of the examination, paper, etc. the student is challenging. A student wishing to challenge a score, evaluation, or grade must do so within **ten (10) working days** from the official date of the posting or receipt of the grade.

Should the issue fail to be resolved in the student's meeting with the faculty member, the student may request a conference with the course coordinator. The conference with the course coordinator should be held as soon as possible after the student's request, and will be held at such a time that the faculty member who administered the grade being challenged will be available to participate as well. The course coordinator, after hearing and considering relevant information from all parties, shall render an opinion regarding the student challenge of the grade within **two (2) working days** of the conference with the student and faculty member.

In the event the student remains dissatisfied with the outcome, the student may request that the undergraduate or graduate Nursing Program Director review the appeal, including the specific grade challenge made by the student, and relevant information from all involved faculty. The Nursing Program Director will render the final decision in the informal academic appeal procedure.

The informal academic appeal procedure is intended to facilitate open communication between students and faculty, with the hope that the majority of student grievances will be resolved at this informal level. Involving essential parties only also assists with the preservation of confidentiality.

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### **Policy, continue**

#### (2) Formal Academic Appeal Procedure

Should the student remain dissatisfied with the decision of the Nursing Program Director, the student has the right to appeal in writing to the appropriate associate dean responsible for the program in which the student is enrolled. This appeal must be made within **five (5) working days** following the rendering of a decision by the Nursing Program Director. The written appeal must state clearly and concisely the circumstances and particulars relating to the score or grade being appealed. A student who fails to properly initiate a written appeal within the timeframe specified above shall be deemed to have waived his/her right to appeal the grade, evaluation, or score in question.

The Associate Dean will gather all pertinent information related to the appeal, including written statements from the faculty member who administered the grade, the course coordinator, the appropriate track administrator, and Nursing Program Director. The Associate Dean will then appoint an ad hoc Appeals Committee, which shall consist of the Associate Dean (who will serve as chair without vote), and three members of the undergraduate and graduate Admissions and Progression Committee (APC). In the event that three members from the APC are unable to serve, other faculty members will be asked to serve in their stead. A hearing will then be scheduled to hear the evidence brought by the student and any involved faculty members.

The student and faculty member will be notified in writing of the implementation and date of the formal academic appeal hearing and of the members serving on the ad hoc Appeals Committee.

Should the student or faculty member question the composition of the ad hoc Appeals Committee, she/he may request the replacement of a member by the Associate Dean prior to the hearing. This is to ensure to the greatest extent possible that no member of the ad hoc Appeals Committee is biased toward either party involved in the appeal.

All documentation pertaining to the appeal will remain confidential. The student's documentation will be distributed to all parties at least twenty-four (24) hours prior to the scheduled hearing.

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The following necessary parties to the hearing shall be present: the ad hoc Appeals Committee members, the student, and a recording secretary, (to be selected by the Associate Dean in his/her capacity as chairperson). Additional witnesses may be called by the Associate Dean to present evidence as needed.

During the scheduled hearing, the Associate Dean will maintain responsibility for ensuring the discussion and questions remain germane to the appeal. The ad hoc Appeals Committee members, having reviewed the pertinent documentation presented, shall have the right to question any party involved in the appeal as well.

Deliberation of the three voting ad hoc Appeals Committee members will commence at the close of the exchange of information, after all other individuals have been dismissed from the room. A vote of two-thirds (2/3) of the total membership of the ad hoc Appeals Committee is required for a final decision.

The student will be allowed to attend classes for which he/she has prerequisites during the formal academic appeals process.

The student will usually be notified in writing of the decision of the ad hoc Appeals Committee within thirty (30) days of the date the student initiated the formal academic appeal, but in no event later than three (3) working days after the close of the hearing. Should the student not be satisfied with the decision of the ad hoc Appeals Committee, the student may appeal its decision in writing to the Dean of the SON. This appeal must be made within five (5) working days of receiving the decision of the ad hoc Appeals Committee. The Dean may question any party involved in his/her sole discretion, including any member of the ad hoc Appeals Committee, before reaching a final decision on the matter. The Dean shall provide his/her decision to the student within a reasonable amount of time. The student has the right to request a meeting with the Dean to discuss the appeal. The decision of the Dean shall be final.

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