



National University of Health Sciences

General Policies

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Appealing Grades

The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance. An exam grade should be appealed only when there is objective proof that personal bias, arbitrary grading, or a clerical error by the instructor has resulted in a lower grade(s). The student assumes the burden of proving that the instructor has influenced the student's grade(s) by applying an arbitrary grading process, personal bias, or a clerical error. ***Final course grades may be appealed to the faculty member's department chairperson that offered the course for a possible review. The chairperson's review, however, must be preceded by the procedure to appeal an exam grade and will only consist of a comprehensive review that the procedure was applied in a thorough, fair and impartial manner in arriving at the assignment of the final course grade.***

Procedure to Appeal An Exam Grade:

The grade appeal process for an exam grade affords recourse to a student who has evidence or believes that evidence exists, to show that an inappropriate exam grade has been assigned as a result of clerical error, personal bias, or arbitrary grading. *Appealing an exam grade should be attended to as soon as possible after exam grades are posted.* To begin an appeal, the student must first set up a meeting with the instructor to discuss the situation within at least 5 days of the exam. If the faculty member is not available, an appointment should be made with the chairperson of the faculty member's department to discuss the grade appeal. As it is the responsibility of the student to demonstrate that the grade appeal has merit, the student should bring anything in his/her possession that supports their appeal to the meeting. At the meeting the instructor will:

- Review any work that the student brings to discuss.
- Show the student any of the student's work that remains in the instructor's possession (e.g., papers, final examinations, projects, etc.)
- Explain how the student's grade was determined based on the standards set forth at the beginning of the class and listed in the course syllabus.
- Recalculate the grade to determine if there has been a clerical error.

Following this meeting, if some aspect of the grade appeal remains unresolved, the

chairperson shall hear and settle the dispute. If the department chairperson is the instructor involved, the appeal will be heard and settled by the dean of the college that offered the course. The decision of the chairperson or dean shall be final and a copy of the results shall be sent to the registrar, the director of financial aid & the dean of students for entry into the dean's records for tracking the outcome of student complaints.

Procedure For Review of a Final Course Grade:

A student who believes a final course grade was the result of arbitrary and capricious grading, personal bias or clerical error should first confer promptly with the instructor of the course. If the instructor cannot be reached after a reasonable effort, the student shall consult with the department chair. If a mutually agreeable solution is not achieved, the student may file an appeal to have the final course grade reviewed by the dean of the college that offered the course within the first five (5) days of the semester following the term in which the disputed grade was assigned.

The appeal shall be dismissed by the dean of the college that offered the course if:

- the allegations do not constitute arbitrary and capricious grading, personal bias or clerical error; or,
- the appeal was not filed in a timely manner; or,
- the student has not conferred with the instructor and/or department chair using the procedure to appeal an exam grade.

The results of a review of a final course grade shall be transmitted by the dean of the college that offered the course in writing to the student, the instructor, the chairperson, the dean of clinics (if the student is/was enrolled as an intern assigned to one of the University's clinical settings), the director of business services, the director of financial aid, the registrar & the dean of students for entry into the dean's records for tracking the outcome of student complaints.