



**Policy Chapter:** Chapter 6 Faculty Affairs

---

**Policy Number and Title:** 06.040 Grade Appeals

---

**I. Policy Statement**

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled as well as requirements for completion of their academic programs. Faculty members are responsible for establishing standards of academic performance and for evaluating student performance in an equitable manner. Faculty decisions in such matters are considered authoritative and can be overturned only when it has been determined that a grade was assigned in an inequitable, arbitrary, or erroneous manner. This policy outlines the grounds for a student grade appeal and the process by which it must be carried out.

**II. Application of Policy**

Students and faculty

**III. Policy Definitions**

**A. Committee**

“Committee” means either a standing appeal committee comprised of and elected by the faculty of the unit or an ad hoc grade appeal committee constructed in accordance with the procedures in this policy.

**B. Course**

“Course” means a unit of study that, upon completion, is recorded on the student’s transcript, or any other graded requirement for program completion (e.g., internship, comprehensive examination, thesis, dissertation).

**C. Dean**

“Dean” means the administrative authority for the unit administrator or academic unit in which the grade appeal is lodged.

**D. Grade**

“Grade” means the final grade issued at the end of a course. Grades assigned for parts of a course (e.g., reports, examinations) may not be appealed and are not subject to review except to the extent that they impact the appeal of the final course grade.

**E. Instructor**

“Instructor” means the faculty member responsible for the course in question.



**F. Procedural Error**

“Procedural error” means the failure to substantially comply with this policy for resolving grade appeals, and any procedures stemming from it.

**G. Student**

“Student” means the individual who received the grade and who has initiated an appeal. Individuals may not initiate appeals on behalf of others.

**H. Unit Administrator**

“Unit Administrator” means an individual with unit supervisory responsibilities and administrative authority over instructors.

**IV. Policy Responsibilities**

**A. Grounds for Appeal**

A student may appeal a grade when the student believes the:

1. grade was based on unfair treatment;
2. instructor departed from standards set out in the course syllabus without a rational academic reason; or
3. an error was made in calculating the grade, including failure to factor an assignment, project, quiz, or examination.

If the student believes that the grade was assigned due to discrimination or sexual harassment, the student must report this belief to the Office of Equal Opportunity. That allegation must be resolved through the UNT Resolution Procedures for Complaints of Discrimination, Harassment, or Retaliation, before the appeal can proceed. Change of a grade due to violations of academic integrity cannot be appealed through this process.

**B. Time Limits and Procedures for Appeal and Resolution**

The grade appeal should be resolved within a maximum of 13 weeks after the semester in which the grade was officially posted. Under extraordinary circumstances, the unit administrator may grant an extension of any time limits identified in this policy. In cases where the student alleges that the final grade was assigned due to discrimination or sexual harassment, the initiation of the appeal process described herein will be delayed until the conclusion of investigative processes in the Office of Equal Opportunity.

1. Consultation with the Instructor

The student must consult with the instructor as soon as possible and no later than 10



calendar days after the start of the following academic term, inclusive of fall, spring, summer, and intersession terms. The purpose of the meeting is to discuss the ground of the grade appeal and seek resolution. If the appeal is based on allegations of discrimination or sexual harassment, this meeting will be delayed until the discrimination or sexual harassment complaint is resolved. In the event of a finding of discrimination or sexual harassment, the student will meet with the unit administrator instead of the faculty member.

## 2. Appeal to the Unit Administrator

After consultation with the instructor, the student must initiate a grade appeal in writing, based on at least one of the three grounds mentioned above, to the unit administrator within five weeks (35 calendar days) of the date the grade was officially posted in the university system. If the unit administrator determines that the appeal is not based on one of the three criteria, the unit administrator shall dismiss the appeal, and the matter will be resolved.

If the unit administrator determines that the appeal is based on at least one of the three grounds mentioned above, the unit administrator shall provide the instructor with a copy of the written appeal within three (3) calendar days of its receipt.

The unit administrator may consult with the instructor and student to resolve the appeal. If the unit administrator is unable to resolve the appeal in consultation with the student and instructor, the unit administrator must forward the appeal to a faculty committee within seven (7) calendar days of its receipt.

## 3. Committee Review

The committee that reviews the grade appeal may be a standing appeal committee comprised of and elected by faculty. If no such committee exists, an ad hoc grade appeal committee of three faculty members shall be constructed as follows: one is selected by the student, one selected by the instructor. The two selectees then agree upon and select a third committee member who chairs the committee. Committee members may include any person holding a full-time faculty appointment in the department, college, or university. The unit administrator is responsible for distributing this policy to the committee members.

- a. The faculty member shall submit a written response to the appeal to the committee. The committee may request additional information and may meet with the student, the instructor, and/or others, as it sees fit.
- b. After reviewing the student's statement, the instructor's response, and any additional information requested and provided by the student or the instructor, the



committee issues one of the following recommendations to the instructor and unit administrator:

- i. The grade should remain unchanged, as it was not assigned as the result of unfair treatment, a departure from standards set out in the course syllabus without a rational academic reason, or an error in calculating the grade.
  - ii. The grade should be changed, in which instance the committee must provide a written explanation of this finding to the instructor.
- c. If the committee recommends a grade change and the instructor disagrees, the instructor must provide a written explanation of the disagreement to the committee. The committee then makes a final recommendation to the unit administrator, taking into consideration the instructor's response.
  - d. Upon the conclusion of steps a., b., and, if applicable, c., directly above, the committee submits its final recommendation in writing to the unit administrator.

#### 4. Unit Administrator Decision

The unit administrator shall review the appeal committee recommendation, as well as all information gathered during the appeal process, make a determination, and notify the instructor and student. If the unit administrator determines that grade should be changed, the unit administrator shall initiate an administrative grade change.

#### 5. Dean's Review

The student and/or the instructor may appeal the unit administrator's determination to the academic dean (or the dean's designee) by a written request for review to the dean within seven (7) calendar days of having received notice of the unit administrator's determination. This request must specifically state grounds for requesting the reconsideration. The dean shall provide notice of the appeal to the student, the instructor, and the unit administrator. The unit administrator shall forward all materials related to the appeal to the dean. An appeal to the dean may extend the time limit on resolution of the grade appeal by no more than three weeks (21 calendar days). The grade issued by the instructor remains in effect during the appeal process.

##### *a. Appeal for Procedural Error*

In the case of appeal based on a procedural error, if the dean determines that there were no procedural errors, the dean responds in writing that the unit administrator's determination is upheld. If the dean determines that there were procedural errors, the appeal will be considered anew. The dean will appoint an ad hoc grade appeal committee comprised of individuals holding a full-time faculty



appointment within the university. That committee reviews the grade appeal as described in steps 3.a, 3.b, and 3.c, above, and collects additional information as it determines appropriate. Upon the conclusion of the processes the committee submits its recommendation in writing to the dean.

*b. Appeal for Unfair Treatment, Deviation from Syllabus, or Grade Calculation Error*

In the case of an appeal based on the grounds listed in section A (1, 2, and 3), the dean (or the dean's designee) will review the grade appeal as described in steps 3.a, 3.b, and 3.c, and collect additional information as the dean determines appropriate.

*c. Dean's Determination*

Based on provisions a. and b. directly above, the dean makes a final determination whether to uphold the unit administrator's determination. The dean shall provide notice of the final resolution to the student, instructor, and unit administrator. The resolution must be described in writing. The dean's decision is final.

6. Failure of Response

If any person, whether student, faculty, or administrator, fails to respond to requests made as part of the grade appeal process within seven (7) calendar days of the request, the requester may move forward without that response.

**C. Records Retention**

Documentation of all formal grade appeals, including procedural appeals, must be maintained by the department for a period of time designated in the university records retention policy.

**V. References and Cross-References**

[UNT Policy 04.008, Records Management and Retention](#)

[UNT Policy 06.035, Academic Freedom and Academic Responsibility](#)

[UNT Policy Resolution Procedures for Complaints of Discrimination, Harassment, or Retaliation filed with the Office of Equal Opportunity](#)



**VI. Revision History**

Policy Contact:	Policy Director, Office of the Provost and VP for Academic Affairs
Approved Date:	08/1989
Effective Date:	08/1989
Revisions:	07/02, 05/15/2015, 12/14/2021