

THE UNIVERSITY OF TEXAS ARLINGTON
COLLEGE OF NURSING AND HEALTH INNOVATION

STUDENT ACADEMIC GRIEVANCE PROCEDURE

GRADE AND NON-GRADE

INTRODUCTION

The student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. If the issue cannot be resolved with the faculty member, students should contact the program director to discuss the concern prior to filing an official grade grievance.

Faculty of the course has the primary responsibility for assigning grades. Appeals of the official grade assigned to a student for a course will not, therefore, be considered at levels above the faculty unless a student offers evidence of:

- **Differential treatment.** Showing preference, difference or distinction in treatment. Examples include providing benefits such as extra time for course assignments to some students but not others in the class; excusing some students from attendance or other course requirements, OR
- **Procedural irregularities.** Relates to processes that were not followed according to published policies or procedures. Examples include adding an attendance requirement when one was not listed in the course syllabus.

RESPONSIBILITIES OF THE FACULTY

At the outset of a course, the faculty will provide students with an overview of the expectations related to the course (e.g., assignments, grading, absences and academic dishonesty). The faculty will ensure that the grading policies are uniformly applied to all students in the class.

If an appeal process begins and if additional documentation is requested from the faculty, then the faculty must provide the documentation requested within 10 business days. Failure to supply the requested material may be considered as a cause for a finding in the student's favor.

RESPONSIBILITIES OF THE STUDENT

Step 1. The student must first discuss the issue or grade with the faculty involved. (If a clinical grade, this would be the Clinical Faculty. If the issue cannot be successfully resolved, then the student will discuss the matter with the lead teacher.)

Step 2. In the event the student and the faculty are unable to reach agreement, or the faculty is unavailable, the student may request a meeting with the program director or associate chair if the

program director is involved in the grievance. At this meeting, the student must present evidence of either **Differential treatment** or **Procedural irregularities**.

Step 3. In the event the student and the program director or associate chair are unable to reach agreement, the student must complete the **Student Academic Grievance Form**. **The form is available in the Dean's Office.**

PROCEDURES

1. Before a student appeals to the Department Chair, the student must attempt to resolve the complaint with the program director.
2. An appointment with the Department Chair of the involved Undergraduate or Graduate program may be scheduled to review the grievance procedures. This is not an interview to review the details of the grievance.
3. Students will complete the Student Academic Grievance Form using additional sheets of paper as necessary. The form can be obtained from the Dean's Office.
4. Once complete, the student should return the completed form to the Dean's Office in person or via email.
5. The Department Chair will appoint a committee of neutral faculty from within the Department to review the grade grievance. The Committee shall be composed of at least 3 faculty who are unrelated to the issues or people involved. The Committee's Chair will be designated by the Department Chair at the time of appointment. The Chair of the Committee will contact all members, provide information, and establish a meeting within 5 business days.
6. The Committee will review the appeal and all supporting documentation that has been submitted. The Committee may request an interview with the faculty and/or the student. The student may request the opportunity to meet with the Committee.
7. After gathering and reviewing all information, the Committee will make a recommendation to the Department Chair within 10 business days of completion of deliberation.
8. The Department Chair will review all information and make a final decision. The Chair will communicate the final decision to the student.
9. The Chair will notify the Dean of the decision.
10. If a student is dissatisfied with the decision, they may appeal to the Dean of the College of Nursing and Health Innovation. The Dean's decision is final.
11. Students have one year from the day grades are posted to initiate a grievance.

Note: These procedures follow the UTA Academic Grievance-Grade and Non-grade Process.

<https://www.uta.edu/student-affairs/dos/file-a-complaint/academic-grievance-grade-non-grade>

Reference for UTA student complaints is found at <https://www.uta.edu/deanofstudents/complaints>