



**MOST RECENT CHANGES**

Version 2.1

- 1. Removes the previous experience requirement for the student affairs nominee.

Version 2

- 1. Specifies time limit for additional materials submission.
- 2. Clarifies that student is claiming instructor made errors.
- 3. Removes requirement that all Committee members be from the same school.
- 4. Specifies responsibilities of the chair.

**I. POLICY PURPOSE**

This policy lists the reasons for a student to appeal a grade and the process to make a decision on the appeal.

**II. POLICY STATEMENT**

A. A student may request a change of grade for any of three reasons:

- 1. The student claims a clerical or computational error was made by the instructor in assigning the grade.
- 2. The student claims the instructor lost or damaged student work that had been completed and submitted as assigned.
- 3. The student claims the instructor evaluated the student's work on the basis of different factors than were used to evaluate the work of the other students in the same course section.

B. A Grade Appeal Committee will be appointed as necessary. The School dean will solicit members for this Committee as defined below.

The Committee will consist of five members:

- 1. One department chair/head, from a department other than that of the involved faculty member, selected by the Dean.
- 2. Two school faculty members, one to be selected by the Dean and the other by the involved faculty member.
- 3. One representative from Student Affairs, appointed by the Vice President of Student Affairs.
- 4. The fifth member of the Committee will be a faculty member selected by the student. If the student declines to suggest a Committee member, the Dean will select the fifth member from the discipline, when possible, involved in the appeal.
- 5. The Dean will seek replacement of any member of the Committee who is directly involved in a particular case. If a member of the Committee is unavailable, the Dean will replace the member for that individual appeal.
- 6. The Committee members will designate the chair of the Committee, who is responsible for ensuring that the procedure is correctly followed.

C. The Grade Appeal Committee's decision will be final and binding on all parties and unable to be appealed.

### III. PROCEDURE

A. The student will first discuss the request for change of grade with the instructor. If the matter cannot be resolved, the student appeals in writing to the department chair/head. This appeal must contain a signed statement of the reason (as stated in II.A) for a change in grade, and also all supporting documentation which must include at least the course syllabus, any relevant assignment instructions/criteria, and copies of any disputed work. This appeal must be submitted within four months of the end of the course in which the grade is being disputed. If resolution is still not reached, the student appeals to the dean of the school. The dean will see that the Grade Appeal Committee is formed. The Grade Appeal Committee will rule on the matter within 30 days of the date of the appeal to the dean.

B. When a grade appeal is referred to the Grade Appeal Committee, the Committee will schedule a formal hearing at which the student and the instructor may each make a statement of the case. Additional material may be submitted to the Committee chair at least one week in advance, to be distributed to all parties at the chair's discretion. The Committee may hear other witnesses and examine all submitted evidence from student and faculty as they choose. The petitioning student must be present for the hearing. Absent extraordinary circumstances, the student's absence will result in forfeiting the appeal. Involved faculty, if present, may also present their case. The burden of proof is on the student. The Committee may not meet without at least four members present.

C. Based on the evidence, the Committee may decide:

1. no action; initial grade will remain unchanged.
2. to recommend the grade change if at least four of the Committee members agree.
3. that the student may replace lost or damaged work within the timeframe determined by this Committee. If the student's work is not submitted within the timeframe, the initial grade will stand.

D. If a change of grade is recommended, the dean will sign and file the grade change form. If replacement work is recommended, the Committee will establish a reasonable time line for completion of the replacement work and the dean will appoint a faculty member from the same discipline or school to evaluate the replacement work and decide the student's final grade.

E. The Committee chair will prepare a summary of the appeal and the reasons for their decision and each Committee member will sign indicating concurrence or dissent from the Committee's decision. Within one week of the hearing, the summary will be sent to the student, the faculty member, the department chair/head, and the school dean.

### IV. AUTHORITY AND CROSS REFERENCE LINKS

The authority for this policy is found in the [NSHE Board of Regents Handbook Title 4, Chapter 16, Section 24](#).

Syllabus policy

**V. DISCLAIMER**

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer ([general.counsel@csn.edu](mailto:general.counsel@csn.edu), 702.651.7488) and/or the Faculty Senate Chair ([office.facultysenate@csn.edu](mailto:office.facultysenate@csn.edu), 702.651.7330).

**VI. SIGNATURES**

Recommended by:

/s/ Alok Pandey  
Faculty Senate Chair

12/14/2016  
Date

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley  
General Counsel

12/14/2016  
Date

Approved by:

/s/ Michael D. Richards  
CSN President

12/15/2016  
Date

**VII. ATTACHMENTS**

History

## HISTORY

### Version 2.1

12/9/2016 - Recommended by the Faculty Senate (Alok Pandey)

11/2/2016 – Revised to remove previous experience requirements for VPSA nominee by the Faculty Senate Executive Committee

### Version 2

02/03/2015 – approved by CSN President Mike Richards

01/12/2015 – reviewed by General Counsel (Richard Hinckley)

11/07/2014 – recommended by the Faculty Senate (J. Mandel)

11/07/2014 – revised and updated by the Faculty Senate Academic Standards Committee (T. Chodock)

1. Reformat according to Gen 1.2
2. Update policy

### Version 1

04/06/2006 – approved by CSN President Richard Carpenter

04/06/2006 – recommended by the CSN Faculty Senate (D. Divine)