

## APPEAL OF A COURSE GRADE

### Grounds For Appeal

For an appeal of a course grade to be considered, it must be based on one or more of the following grounds and upon the allegation that the ground or grounds cited influenced the grade assignment to the student's detriment:

- mathematical or clerical error
- arbitrariness, possibly including discrimination or harassment on the basis of an individual's race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.
- personal malice; and/or
- student conduct cognizable under the Instrument of Student Judicial Governance

(<http://instrument.unc.edu/>).

### **The University's Policy on Prohibited Harassment and Discrimination** ([www.unc.edu/campus/policies/harassanddiscrim.pdf](http://www.unc.edu/campus/policies/harassanddiscrim.pdf))

prohibits discrimination or harassment on the basis of an individual's race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Appendix B of this Policy provides specific information for students who believe that they have been discriminated against or harassed on the basis of one or more of these protected classifications.

Students who want additional information regarding the University's process for investigating allegations of discrimination or harassment should contact the Equal Opportunity/ADA Office for assistance:

Equal Opportunity/ADA Office  
The University of North Carolina at Chapel Hill  
100 E. Franklin Street, Unit 110  
Campus Box 9160  
Chapel Hill, North Carolina 27599  
Telephone: (919) 966-3576  
Fax: (919) 962-2562  
Email: [equalopportunity@unc.edu](mailto:equalopportunity@unc.edu)

Any administrator or supervisor, including a department chair, associate dean or other administrator, who receives a student's complaint about prohibited harassment or discrimination must notify the Equal Opportunity/ADA Office within five (5) calendar days of receiving the complaint. If a student raises a claim of prohibited harassment or discrimination during an academic appeal, an investigation of the student's claim must be performed under the direction of the Equal Opportunity/ ADA Office. The school or department must await the results of the harassment or discrimination investigation before deciding the student's academic appeal.

### **Appeal To The Course Instructor**

The first level of appeal of a course grade is to the course instructor. If the instructor detects an arithmetic or clerical error that negatively influenced the grade assignment, a grade change form should be executed reflecting the corrected grade. An instructor may not initiate a change of a course grade as a result of re-evaluating the quality of the student's performance or as a result of additional work performed by the student.

### **Appeal To The Division Director**

If after consultation with the instructor, a satisfactory resolution cannot be reached, the student may appeal the grade to the Division Director. The appeal must be in writing and a copy of the appeal must be provided to the instructor. The appeal must cite the evidence by which the student judges (a) that an impermissible element existed in the instructor's evaluation of the student's course work and (b) that it influenced the grade assignment to the detriment of the student. The burden of proof falls upon the student. Appeals must be submitted no later than 20 calendar days after the grade is officially posted. If course instructor is also the Director of the Division, the student must appeal directly to the Chair of the Department of Allied Health Sciences. Appeals must be submitted no later than 20 calendar days after the grade is officially posted.

### **Appeal To The Department Chair**

In the event that the Division Director does not concur with the student's appeal, the student may pursue a formal appeal to the Chair of the Department of AHS. The appeal must be submitted in writing no later than 20 days after the student receives the Division Director's decision. The AHS Chair will refer the appeal to the AHS Appeals Committee for review. The

Appeals Committee will review the student's written appeal and will provide the instructor with the opportunity to reply to the charges as cited in writing by the student. The AHS Appeals Committee will make a recommendation to the AHS Chair. The AHS Chair will make the final decision and inform the student in writing. The decision of the AHS chair is final.

### **APPEAL OF A DISMISSAL DECISION**

If the Division Director, in consultation with the Division faculty and in accordance with Divisional policies, determines that a student's academic or professional behavior warrants dismissal, the student will be informed of this decision in writing. If a student wishes to appeal the dismissal decision, the student may appeal to the Chair of the Department of Allied Health Sciences. The appeal must be submitted in writing within 20 days of the date the student received the dismissal letter from the Division Director. The appeal must consist of a written, signed statement by the student, stating the specific grounds and all the supporting facts upon which he or she bases the appeal. The appeal must cite evidence that the dismissal was not in accordance with the Division's policies. The Chair of the Department of Allied Health Sciences will refer the appeal to the AHS Appeals Committee. The Appeals Committee will review the written appeal and may seek additional information as needed. The student may request a meeting with the Appeals Committee. The AHS Appeals Committee will make a recommendation to the AHS Chair. The AHS Chair will make the final decision and inform the student in writing. Any further right of appeal will be established by University policies or procedures.