

APPEAL OF A COURSE GRADE POLICY

Grounds for a Grade Appeal

A petition for a grade appeal must set forth how the disputed grade resulted from one or more of the following grounds:

- Arithmetic or clerical error
- Arbitrariness, possibly including discrimination or harassment on the basis of an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.
- Personal malice; and/or
- Student conduct cognizable under the [Instrument of Student Judicial Governance](#).

The University's Policy on Prohibited Discrimination, Harassment and Related Misconduct

[The University of North Carolina at Chapel Hill prohibits discrimination or harassment](#) on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

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

Equal Opportunity and Compliance Office
137 E. Franklin Street, Suite 404, CB
#916 Chapel Hill, NC 27599-9160
Telephone: (919)966-3576
Email: eoc@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 and Compliance Office upon 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 and Compliance Office. The school or department must await the results of the harassment or discrimination investigation before deciding the student's academic appeal.

Consultation with the Course Instructor

Prior to pursuing a grade appeal, the student should first address the student's concerns with the Course Instructor who assigned the grade. If the Course Instructor detects an arithmetic or clerical error that negatively influenced the grade assignment, the Course Instructor may execute a grade change form reflecting the corrected grade. A Course 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.

A student who is considering a grade appeal is advised to meet with the Course Instructor as soon as possible after the grade is posted. The appeal must be submitted no later than 20 calendar days after the grade is officially posted. If the student has difficulty scheduling a meeting with the course instructor, the student should contact the Division Director or the Division Director's designee. If a basis for the appeal is arbitrariness, discrimination, harassment or personal malice by the Course Instructor, the

student should submit the appeal directly to the Division Director without meeting with the Course Instructor.

Appeal to the Division Director

If after consultation with the Course Instructor, a satisfactory resolution cannot be reached, the student may appeal the decision of the Course Instructor who assigned the grade to the Division Director. The appeal must be in writing and must be submitted to the Division Director, copying the Course Instructor. The appeal must describe how the disputed grade resulted from one or more of the grounds provided above. Appeals must be submitted no later than 20 calendar days after the grade is officially posted. If the Course Instructor who assigned the grade is also the Division Director, the student may appeal the Course Instructor's decision directly to the Chair of the Department of Health Sciences.

Appeal to the Department Chair

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

The Appeals Committee will review the student's written appeal and will provide the Course Instructor with the opportunity to reply to the student's petition in writing. The Appeals Committee will share the Course Instructor's reply with the student. The student may request a meeting with the Appeals Committee. The student may bring a support person who is not an attorney to the meeting with the Appeals Committee. The Health Sciences Appeals Committee will make a recommendation to the DHS Chair. The DHS Chair will make the final decision and will inform the student in writing of the decision. The decision of the DHS Chair is final, and no further appeals are available.

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APPEAL OF A DISMISSAL DECISION BASED ON GRADES

If the Division Director, in consultation with the Division faculty and in accordance with Division policies, determines that a student's academic performance warrants dismissal, the student will be informed of the decision to dismiss the student in writing. If a student wishes to appeal the dismissal decision, the student may appeal to the DHS Chair. The appeal must be submitted in writing within 20 calendar days of the date the student received the letter of dismissal from the Division Director. The appeal must consist of a written, signed statement by the student, stating the specific grounds and all of the supporting facts upon which the student bases the appeal. The appeal must cite evidence that the dismissal was not in accordance with the Division's policies. The Chair of DHS will refer the appeal to the Health Sciences 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 Appeals Committee will make a recommendation to the DHS Chair. The DHS Chair

will make the final decision and inform the student in writing. No further appeals of this decision are available.

APPEAL OF A GRADE AND A DISMISSAL DECISION BASED ON THAT GRADE

If a student submits a grade appeal and an appeal of a dismissal decision based on that grade at the same time, the grade appeal will be considered first. If the grade appeal is granted, the Appeals Committee will then consider the appeal of the dismissal decision. If the grade appeal is not granted, the Appeals Committee will consider the appeal of the dismissal decision if the student's appeal cites evidence that the dismissal was not in accordance with the Division's policies.

