



University of Connecticut Policy on Appeal of Assigned Course Grade

Title	Appeal of Assigned Course Grade Policy 1.01
Policy Owner	Faculty Grade Appeal Panel
Applies to	Students
Campus Applicability	Storrs, Waterbury, Stamford, Avery Point
Effective Date	11/4/19
For More Information Contact	Dean's Office
Contact Information	(860) 486-0537
Official Website	http://nursing.uconn.edu/

REASON FOR POLICY

The University of Connecticut University Senate approved a policy and procedure for when a student believes an error in grading has occurred. The current University of Connecticut policy is located on the University Senate website and in the Undergraduate Catalog.

APPLIES TO

Students

POLICY STATEMENT

Implementation procedure for requesting a grade change for a course (NURS prefix) in the School of Nursing (SON):

1. A request for review of grade is the responsibility of and must be initiated by the student, following the University's policy.
2. The Appeal of Assigned Course Grade Request form (available in SON Admission & Enrollment Services Office) is used throughout the process and must be returned to the SON Admission & Enrollment Services Office when the process is complete. (Storrs Hall Widmer wing, Room 17)
3. A student may withdraw his/her request at any time during the process without prejudice. To withdraw your request, please indicate your withdrawal in writing on the form, date and sign it. Return the form to the SON Admission & Enrollment Services Office.
4. Please note: the SON is not a departmentalized school, therefore, substitute "Associate Dean" for all references to department head in the University policy.
5. Any request, by student or Associate Dean, for review by the Faculty Grade Appeal Panel will be submitted in writing to the Dean, School of Nursing via the Admission & Enrollment Services Office.
6. The Admission & Enrollment Services Office will provide support to the Faculty Grade Appeal Panel, including notifying student and instructor of date, time and place of convened hearing and preparing written reports of decision for the Panel.

School of Nursing faculty members are selected from the SON Hearing body to review the grade appeal. The Hearing Body will select a chair.

ENFORCEMENT

Violations of this policy may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Code.

PROCEDURES/FORMS

Appeal form attached below.

POLICY HISTORY

To be reviewed: Annually

Full Faculty Adopted: 5/7/2003

Full Faculty revision and approval: 9/6/2007

Full Faculty review and approval: 5/6/2019

Full Faculty review and reapproval: 11/18/2019

Full Faculty review and reapproval: 5/8/2023

**UConn School of Nursing
Appeal of Assigned Course Grade
For courses taught in the School of Nursing (NURS prefix)**

Name: _____ Date: _____

Student Admin ID: _____

Current Address: _____

Email: _____ Telephone: _____

Course # and Earned Grade being appealed: _____

Date course completed: _____

Instructor: _____

Step 1: Within 10 working days of the grade being posted, the student makes request to the instructor to review grade on the basis of:

- A. computational error,
- B. clerical error, or
- C overlooked components in the student's body of work.

Please circle the appropriate reason: A, B or C.

If the instructor does not respond to the student within five (5) working days (or sooner if extenuating circumstances merit a more expedited review), the student should contact the Associate Dean of Academic Affairs.

Instructor agrees change is justified and initiates grade change process: _____

Date/ Instructor Signature

Request denied: _____

Date/Instructor Signature

Step 2: Student may appeal decision (Step 1) to the School of Nursing's Associate Dean Academic Affairs within 10 days of instructor's decision. The Associate Dean seeks input from student and instructor and provides a decision within 10 days.

Associate Dean & Instructor agree grade change is justified (instructor initiates grade change process):

Date/ Associate Dean / Instructor Signature

Associate Dean/Instructor agree grade change is not justified: _____

Date/ Associate Dean / Instructor Signature

Associate Dean/Instructor disagree on justified/not justified: _____

Date/ Associate Dean / Instructor Signature

Step 3: Student may request (within 10 days) the Dean, in writing through the SON Admission & Enrollment Services Office, convene a review by the Faculty Grade Change Review Committee (FGCRC).

Step 4: Faculty Grade Change Review Committee notified: _____

Date/Admission & Enrollment Services Signature

Step 5: FGCRS should perform an administrative review to determine if there are sufficient grounds to proceed with an appeal hearing. FGCRS is convened (within 10 days of notification):

FGCRS denies grade change: _____

Date/ Name and Signature of FGCRS Members

FGCRS recommends grade change (FGCRS initiates change of grade request signed by all members of the FGCRS): _____

Date/ Name and Signature of FGCRS Members

Step 6: The FGCRS sends a written report of the decision within 10 days to the instructor, the student, the faculty chair and the Dean. **The decision of the Faculty Grade Change Review Committee is final.**