Name of Policy: Academic Appeals and Appeal of a Final Grade

Policy Number:

Approving Officer: Provost and Executive Vice President for Health Affairs

Responsible Agent: Dean of the College of Nursing

Effective date: April 23, 2009

Scope: Nursing Students, College of Nursing

☐ New policy proposal ☐ Minor/technical revision of existing policy
☐ Major revision of existing policy ☐ Reaffirmation of existing policy

(A) Policy Statement

The University of Toledo, College of Nursing (CON) upholds the principles of fairness and integrity in its grading processes.

(B) Purpose of Policy

To set forth the procedures for appeal of a grade.

(C) Procedure for Disputing a Final Course or Clinical Grade. Students may dispute a final course or clinical grade when the student believes that there has not been an equitable application of course or CON policies and procedures for student evaluation and grading. Students may not dispute a final course or clinical grade: to appeal grading policies; or because of dissatisfaction with an assigned grade, particular examination or grading process when course policies have been applied equitably to all students. The procedure for Appealing a Final Course or Clinical Grade is as follows:

1. **To the faculty/instructor.** Within five (5) business days of notification of final course grade, the student must submit to the faculty/instructor of the class a written petition with rationale for disputing the grade. After reviewing the petition, the faculty may gather information from other sources before making a decision, but no later than five business days after submission of a proper appeal. The faculty must notify the student in writing of the decision no later than five (5) business days after submitting the petition. If the issue is not resolved to the student’s satisfaction, the student may appeal to the Course Coordinator.

2. **To the Course Coordinator.** If the student wishes to further appeal the decision of the faculty, within five (5) business days of the faculty/instructor decision, the student must submit a written petition indicating the student’s intent to challenge the decision to the Course Coordinator. After reviewing the petition, the Course Coordinator will meet with both the faculty member and the student. The Course Coordinator must notify the student in writing of the decision no later than five (5) business days after the petition was filed with the Course Coordinator.
Appeal of a Final Grade

3. In the event the faculty is also the Course Coordinator, the student would appeal to the Department Chair.

(D) Due Process

The student has the right to submit a written request for a review hearing by the College of Nursing Student Grievance Committee (SGC). The SCG Chair will provide the student, in writing, the date, time, location and membership composition of the SGC within ten (10) business days before the hearing date. The notice will include the specific protocols to be followed in the hearing and will include a copy of this policy.

(E) Conduct of the Hearing

The student and faculty and SGC will follow the Grievance Procedure as outlined in the Student Handbooks and CON policy.

1. Any recommendation will be based exclusively on the information received at the SGC hearing.
2. Upon completion of the hearing, the SGC will, by majority vote, agree to a recommendation. The recommendation will be put forth in writing and delivered to the student within five (5) business days of conclusion of the SGC hearing.

The recommendation of the SGC Committee will be given to the appropriate Associate Dean within five (5) business days of the hearing. The Associate Dean will make the decision.

(F) Appeal Process

1) A written request for appeal by the student to the Dean of the College of Nursing (“Dean”) may be made and must be submitted to the Dean within five (5) business days following the date of the written decision of the SGC, or any further right to appeal is waived.

2) The Dean of the CON may review all applicable evidence presented in the hearing.

3) After completing such review, the Dean may ask for a meeting with the student.

4) The Dean will provide a decision to the student within five (5) business days of the meeting.

5) The decision of the Dean is final.

(G) Pendency of Action

Generally, implementation of dismissal will be deferred until all the due process hearing and time for appeals made by the student have been exhausted. However, the Dean may impose immediate removal or restrictions on the student if the alleged conduct in any way concerns patient or public safety (including faculty and other student).
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<tr>
<th>Approved by:</th>
<th>Policies Superseded by This Policy:</th>
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| Jeffrey P. Gold  
Provost and Executive Vice President for Health Affairs | Initial effective date: May 1, 2009  
Review/Revision Date: March 19, 2009  
Next review date: May 1, 2012 |
| Timothy M. Gaspar, PhD, RN  
Dean, College of Nursing | |
| Date | |

*Review/Revision Completed by:*
College of Nursing  
Office of Legal Affairs, HSC