

Emergency Grade Appeal Due To COVID19

PROCEDURES

The procedure for pursuing grievances related to grades described in the graduate catalog provides that it is the obligation of the student to first make a serious effort to resolve the grade dispute with the student's instructor. The instructor has primary responsibility for assigning grades, and their judgment is final unless there is evidence of discrimination, preferential (differential) treatment, procedural irregularities inadequate accommodations made to address COVID-19 related challenges. The committee's review is not limited to only procedural issues, and among other concerns, the committee will consider if accommodations were not made to address COVID-19 related challenges. **A mere disagreement with the judgment made by the instructor is not a valid basis for an appeal.** No grade appeal will be considered one year after a grade is given. Appeals must be made through appropriate channels as described below.

STEPS IN THE APPEAL PROCESS

1. As identified in policy 06.040 Grade Appeals, the student must first discuss the grade appeal with the instructor who issued the grade no later than 10 calendar days after the start of the following academic term, inclusive of fall, spring, summer, and intersession terms.

Notes:

- i. The formal grade appeal should be resolved within a maximum of 13 weeks after the semester in which the grade was officially posted. Under extraordinary circumstances, the chair may grant an extension of any time limits identified in the policy 06.040 Grade Appeals.*
- ii. This process shall extend the timeline by no more than 21 calendar days, except under extraordinary circumstances. The recommendation of this committee, as reported by the Toulouse Graduate School Dean, may not be appealed further.*

2. In the event the student and the instructor are unable to reach an agreement, or the instructor is unavailable, the student must contact the chairperson of the department in which the course was offered and follow the departmental protocol for grade appeals.
3. If the student wishes to pursue a grade appeal beyond the department chairperson, the student must appeal to the appropriate Dean's Office.
4. The Academic Associate Dean for the Toulouse Graduate School (TGS) will review the appeal only if all previous required steps have been attempted. Please email this form along with any supporting documentation the student wishes to provide to Vesta.Stacy@unt.edu.
5. TGS will review the recommendation and inform the student of the decision in writing. The decision on the grade appeal is final. No further grievance process is available.

Student Information

Student Name:

Student ID:

Degree:

Email address:

Phone number:

Address:

City, State, Zip:

Grievance Information

1. Have you attempted to resolve this dispute with your instructor?:

Yes

No

If you answered no the the above question, please contact your instructor and try to resolve the issue. The TGS will not consider an appeal until you have done this.

2. If you answered Yes, what specific action did you request?:

3. What was the outcome of your request?:

4. Have you attempted to resolve this dispute with the instructor's department chair or designated officer?:

Yes

No

If you answered no to the above question, please contact your instructor's department chair or designated officer and try to resolve this issue. TGS cannot proceed until you have done this.

5. If you answered Yes to the above question, please provide the name of the departmental chair or designated officer you spoke with and the date of your meeting:

6. Have you attempted to resolve this dispute with the appropriate Dean's Office?:

Yes

No

If you answered no to the above question, please contact the appropriate Dean's Office and try to resolve this issue. TGS cannot proceed until you have done this.

7. What was the outcome of your request with the appropriate Dean's Office?:

8. State the basis for your appeal to the TGS Office:

Student Signature: _____ Date: _____

TGS Office Approval
(For office use only)

Approved by (please print): _____

Approval signature: _____ Date: _____

Notes: