

## *Grade Appeal Filing Form*

**IMPORTANT:** CBA's Policies and Procedures (*Section 6.1*) states that a grade appeal has merit when a student demonstrates that the grade awarded was capricious (defined as a sudden change of mind without adequate notification), or prejudicial (defined as being treated differently; out of the norm).

**That a student is dissatisfied with a grade or an instructor is not a sufficient basis for initiating the formal Grade Appeal process. *It is the responsibility of the student to prove the instructor acted in one or both ways when awarding the student's grade.***

A formal grade appeal is filed by turning in a typewritten ***Grade Appeal Filing Form*** (page 4 of this document) to the CBA Dean's office (MH 300). An electronic copy of the completed grade appeal form must also be emailed to the Associate Dean at [lharland@unomaha.edu](mailto:lharland@unomaha.edu). This appeal form **MUST CLEARLY INDICATE** how the instructor behaved in a capricious or prejudicial manner in awarding the student's grade.

**The strict deadlines for filing an official Undergraduate grade appeal form are:**

For a course completed during the fall semester: The last business day in January.

For a course completed during the spring semester: The last business day in June

For a course completed during any of the summer sessions: The last business day in September

# Grade Appeal Filing Form

1. Student's name: \_\_\_\_\_

2. Course for which grade is being appealed: \_\_\_\_\_

3. Department for which grade is being appealed: \_\_\_\_\_

4. Course Instructor: \_\_\_\_\_

The CBA grade appeals process requires a student to attempt to resolve the disagreement directly with the course instructor. If not resolved, the student must meet with the chairperson of the course instructor's department before initiating the formal grade appeals process. Please read page 1 of this packet for details.

5. Have you met with the instructor about the grade you received and why you felt the grade awarded was capriciously or prejudicially determined?

Yes \_\_\_\_\_, on (dates): \_\_\_\_\_ No \_\_\_\_\_

6. Have you met with the instructor's chairperson about the grade you received and why you felt the grade awarded was capriciously or prejudicially determined?

Yes \_\_\_\_\_, on (dates): \_\_\_\_\_ No \_\_\_\_\_

7. If you attempted to speak to either the instructor or chair, but were unable to make contact, record the steps you took and dates when you attempted to make contact, and/or why contact was not made. Include any copies of letters or email message you send.

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