

## Student Grade Appeals Policy 3.10

**Original Implementation: September 5, 1993**

**Last Revision: December 2023**

A nursing student who wishes to appeal a final course grade or appeal a faculty clinical evaluation, including a clinical demerit, may do so in a structured manner. Faculty members are responsible for the evaluation of student course work conducted in their class and, under normal circumstances, only the instructor may change a grade. However, this policy provides a formal process for students to appeal final grades or file formal appeals regarding faculty evaluation of students, including a clinical demerit. The burden of proof rests with the student throughout the process.

A student may file a formal appeal if it can be demonstrated that the instructor did not adhere to stated procedures or grading standards, or if other compelling reasons exist to change the grade or evaluation. A student may not appeal due to general dissatisfaction with a final grade or disagreement with the instructor's professional judgment regarding the quality of the student's work or performance.

These steps are followed when making an appeal:

1. Students must first appeal in writing to the faculty member with whom they have a dispute. Students must appeal to the instructor within thirty (30) calendar days after the first-class day of the next semester, fall or spring. The faculty member will grant or deny the appeal in writing to the student.
2. If the dispute is not resolved, the student may appeal in writing to the director of the School of Nursing. The director notifies both parties of the continuation of the appeal. The faculty member and student may submit an additional response.

Prior to making a recommendation, the director may refer the appeal to a faculty advisory committee made up of three faculty members that are not currently teaching the student. If consulted, the faculty advisory committee reviews all documentation and submits its recommendation to the director.

After considering all information, the director provides both parties a written decision.

3. If the dispute remains unresolved after the decision by the director, the student will adhere to university policies on the appeal of final course grades or using SFASU *HOP Policy Number: 04-109 Final Course Grade Appeals by Students*.

If the appeal involves a clinical course and results in failure of the course, the student will not be allowed to be present in the clinical setting until the appeal is resolved. It is the student's responsibility to continue to attend all lectures and take all didactic tests during the appeal process. If the appeal is resolved in favor of the student, it will be the responsibility of the faculty member to arrange clinical makeup opportunities.