

The UNT Dallas Grade Appeal Policy applies to grade appeals at the College of Law as follows:

Policy Statement. The University of North Texas at Dallas (UNT) encourages students to resolve grade disputes through informal discussion with their instructors and through a formal process only when necessary. The UNT Dallas grade appeal policy is based on the principles that faculty are responsible for selecting instructional materials as well as determining grades in accordance with the course goals and student learning outcomes. A student may dispute a grade based on one of more of the criteria described in this policy. Only the final course grade may be appealed.

Application of Policy. This policy applies to all students.

Definitions.

1. "Arbitrary" means a substantial departure from accepted academic norms such that the instructor did not actually exercise professional judgment.
2. "Business days" means Monday through Friday during regular University business hours (8:00 a.m. to 5:00 p.m.) when the university is open for business.
3. "Student Academic Appeals Committee" (SAAC) is a standing committee established by the Office of Academic Appeals to review academic appeals brought forth by students such as grade appeals, academic integrity appeals, academic suspension appeals and other appeals related to academic matters determined by the Provost or Assistant Provost to be in need of committee review. The Assistant Provost coordinates the activities of the SAAC, which is comprised of faculty, staff, and students.

Procedures and Responsibilities.

1. Criteria for Grade Appeal
 - a. A clerical or administrative error was made in the calculation or assignment of the student's grade.
 - b. The grade was not calculated in accordance with the grading criteria stated in the syllabus.
 - c. The grade was based on an arbitrary or unlawful reason.
- ***
- 3 College of Law Appeal Process
 - a. Students Initiation of Appeal- Students are encouraged to contact the instructor to discuss the grade. If the student is unable to arrange a meeting with the instructor,

the student should contact the Associate Dean for assistance with arranging a meeting with the instructor. If the student is unable to resolve the matter satisfactorily with the instructor, the student may submit a written Grade Appeal to the Associate Dean within 30 calendar days of the grade being posted.

If the student is unable to meet with the instructor, despite assistance from the Associate Dean of Academic Affairs, for reasons outside of the student's control, the student is not required to meet with the instructor prior to submitting a written Grade Appeal to the Associate Dean.

- b. Associate Dean for Academic Affairs Investigation and Review- The Associate Dean of Academic Affairs will provide the written appeal to the instructor for response. The instructor will have a reasonable time period not to exceed ten (10) business days, to respond in writing to the appeal.

Within 30 calendar days of receiving the instructor's response, the Associate Dean will review the appeal and the response submitted by the instructor and make an initial determination of whether the appeal should be granted or denied. If the instructor declines to submit a response or does not submit a response by the deadline set by the Associate Dean, the Associate Dean of Academic Affairs will review the appeal based on the student's written appeal and any other appropriate additional information.

If the Associate Dean concludes that the appeal should be granted, the Associate Dean will consult with the Dean of the College of Law. If the Associate Dean of Academic Affairs and the Dean agree that an appeal should be granted, the student will be advised in writing and the appropriate steps will be taken to implement the decision to grant the appeal.

If the Associate Dean concludes that the appeal should be denied, the Associate Dean will consult with the Dean of the College of Law. If the Associate Dean and the Dean agree that an appeal should be denied, the student will be advised in writing and advised that the student has five (5) business days to request in writing to the Dean of the College of Law an appeal to a faculty panel. If the Associate Dean and the Dean disagree on whether the appeal should be granted or denied, the Dean will appoint a faculty panel composed of (3) full-time members of the College of Law faculty to review the appeal. The faculty panel will follow the procedure described below in paragraph d. Faculty Panel Review.

- c. Dean of College of Law - Within three (3) business days of receiving a written request for review by a faculty panel, the Dean will appoint a panel composed of three (3) full- time members of the College of Law faculty to review the appeal.
- d. Faculty Panel Review- The faculty panel will consider the appeal and provide a written decision to the student and to the Dean within 30 calendar days of being appointed by the Dean.

The decision of the Faculty Panel is final.

For more information, see UNT Dallas Policy 7.007.