

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
Final Course Grade Review Policy
Policy #804

Source of Authority: N.C.G.S. 116-34(a);
UNC Code § 502(A)

Revision Authority: Chancellor

History: **First Issued:** February 17, 2011

Related Policies: Grievance (Students) Policy #805;
Prohibited Harassment Policy #117;
Student Retention Policy #808

Responsible Offices: Chief Academic Officer

Effective Date: Fall 2011 Term

I. Purpose

The purpose of this policy is to address the circumstances under which a student may challenge a final course grade.

II. Scope

This policy applies to all UNCOSA students.

III. Definitions

IV. Policy

- A. UNCOSA students may appeal a final course grade that they contend has been impermissibly or arbitrarily assigned.
- B. A final course grade may be changed only if a student can establish, by a preponderance of evidence, that:
 - 1. the course grade was based upon the students' race, color, religion, national origin, disability, sexual orientation, gender, age, creed or some other arbitrary or personal reason unrelated to the faculty member's exercise of his or her professional judgment in the evaluation of academic/artistic performance of the student;
 - 2. the course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the faculty member in the course syllabus or in other written or oral measures communicated to the class as a whole; OR
 - 3. the course grade assigned by the faculty member was the result of a clear and material mistake in the calculation or the recording of the grade.

- C. Individual elements (e.g., assignments, tests, activities, projects) that contribute to a course grade are generally NOT subject to appeal or subsequent review during a grade appeals procedure. However, individual elements may be appealed under this policy provided that all the following conditions are met:
 - 1. The student presents compelling evidence that one or more individual elements were graded on arbitrary or impermissible grounds as defined in IV.B above;
 - 2. Grounds can be established for determining an academically sound grade for the appealed element(s); AND
 - 3. The ensuing grade for each appealed element would have resulted in a different final course grade than that originally assigned by the faculty member.
- D. Allegations that *sexual harassment or other prohibited harassment* was the reason a final course grade was impermissibly or arbitrarily assigned by the faculty member must be addressed according to the Prohibited Harassment Policy, not this policy.
- E. Falsification or fabrication of information by the student in support of a final course grade appeal can cause the student to be subject to disciplinary action under the Student Code of Conduct.

V. Revision History

- A. February 17, 2011 – Adopted by Board of Trustees as part of UNCSCA Policy Manual

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Final Course Grade Review Procedures
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I. Initiating Review

- A. As soon as possible after the student receives the formal grade report of a final grade that the student believes is incorrect, the student shall discuss it with the faculty member who assigned the grade.
- B. If the student is unable to resolve the grievance over a final course grade through consultation with the faculty member, a written request for review of the course grade shall be submitted to the relevant dean, who will render the final decision.
- C. Written requests to a dean for review of a final course grade must be submitted within the first four weeks of the next regular academic term. Requests for reviews submitted after this deadline will be heard only in exceptional cases as determined by the Chief Academic Officer.

II. Review Process

- A. Students requesting a grade review have the burden of establishing proof by a preponderance of the evidence.
- B. The written "Request for Review" must include:
 - 1. a statement of the reasons the student believes the grade was impermissibly or arbitrarily assigned;
 - 2. the steps the student has already taken to resolve the disagreement over the assigned course grade; AND
 - 3. the resolution sought.
- C. The written "Request for Review" should include any and all evidence the student believes supports his or her contention that the grade was impermissibly or arbitrarily assigned. Such evidence might include projects, papers, tests or other graded work, syllabi, or written documentation from witnesses.