

**Policy S-1.03  
UNIVERSITY OF FLORIDA  
COLLEGE OF NURSING**

**TITLE:           STUDENT GRADE APPEALS**

**POLICY:**       The College of Nursing shall maintain a written policy for students who wish to appeal grades.

**RATIONALE:**   Students in the College of Nursing have the right to appeal a grade using a grade appeal process to ensure fair treatment. The College of Nursing seeks to insure that students have clear directions regarding the grade appeal process.

**PROCEDURE:**

1. If a student believes the assigned grade is due to illegal discrimination or that a grade penalty has been imposed without proper authority, the student should refer to the University of Florida student grievance procedure (6C1-4.012)
2. To appeal an assigned grade, the student shall discuss the grade with the faculty member of the course.
3. If unresolved, the student shall present her/his concerns in writing to the faculty member's Department Chair no later than ten (10) business following the posting of grades in the student information system.
4. The Department Chair will conduct a review of the matter and provide a written response to the student and the faculty member within ten (10) business days following receipt of the student's written appeal. If the disposition extends beyond 10 business days, the Department Chair should inform the student of the delay and the expected response date.
5. If the student is not satisfied with the response she/he can request review by the Associate Dean for Academic Affairs. Such request shall be made in writing within ten (10) business days of receipt of the Department Chair's written review.

Within ten (10) business days of the student's written request, the Associate Dean for Academic Affairs will review the matter and make a written response to the student and faculty member with a copy to the Department Chair. If the disposition extends beyond 10 business days, the Associate Dean for Academic Affairs should inform the student of the delay and the expected response date.

6. **The faculty member retains the final prerogative of grade assignment.** At any time in this process the student may seek assistance or guidance from the UF Dean of Students Office or the University Office of the Ombuds.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Review	<b>*Administrative Council</b>	5/97			10/15
Approval	Leadership Council	6/97	10/10		11/15
Approval	University General Counsel	6/97	9/10		9/15
Approval	Dean	6/97	10/10		11/15

**\*Bold indicates committee with A-01 review responsibilities**