

Grade Grievance Procedure

Subject: Grade Grievance Procedure

Effective Date: 7/1987

Scope: All current Cizik School of Nursing students

Date Reviewed/Revised: 01/2024

Responsible Office:
Cizik School of Nursing Student Affairs Office

Next Scheduled Review Date: 12/2025

Responsible Executive: Dean, Cizik School of Nursing

I. POLICY AND GENERAL STATEMENT

If for any reason a student disagrees with a course grade, they can file a grade grievance. It is the obligation of the student first to make a serious effort to resolve the matter with the faculty member with whom the grievance originated. Individual faculty member's judgment is final unless compelling evidence suggests that an error, discrimination, or differential treatment occurred.

II. DEFINITIONS

None

III. PROCEDURE

- A. If the evidence warrants appeal, the student must submit a request in writing with any and all supporting evidence within five business days from the first day of the following term to the appropriate Department Chair.
- B. The Chair, upon receipt of the request, will review the case and submit a written recommendation to the Vice Dean for Academic Affairs.
 - a. If the conflict is with the Department Chair, then the grievance will be submitted to the Vice Dean for Academic Affairs.
- C. The Vice Dean for Academic Affairs will review the Department Chair's recommendation and may request a meeting with the student. The Vice Dean for Academic Affairs will review all the information and send the student a written notification of determination.
- D. Should the student request further appeal, the student must inform the Vice Dean for Academic Affairs in writing within five business days that he/she wishes to have an appeal. The Vice Dean for Academic Affairs will submit the written request to the Dean.
- E. The determination of the Dean is final, and there is no further appeal.
- F. Any grade grievance must be resolved within the succeeding term.
- G. Guidelines for Student Grievance Report
 - a. If a student wishes to submit a grade grievance, the student should describe in detail the nature of the grievance, including:
 - i. Events leading to the problem
 - ii. The actual grievance
 - iii. Actions taken by the student or other parties involved

- iv. Suggestions for resolution
- v. Rationale to support suggestions by the student

IV. CONTACTS

List the phone number and email/web address of the office and/or person who is the subject matter expert on this policy and can answer questions regarding application and interpretation of the policy.

Contact	Telephone	Email/Web Address
Cizik School of Nursing Student Affairs Office	713-500-2025	soninfo@uth.tmc.edu