

**Policy Statement On Grade Appeals**  
**Department of Political Science**  
**Revised April, 2016**

The Department of Political science hears grading appeals in accordance with the Bylaws of the Department of Political Science, and all applicable rules and regulations determined by the College of Arts and Sciences and the Board of Regents of the University of Nebraska.

Before appealing any grade, students are should discuss their concerns with their instructor and attempt to reconcile any dispute over a final grade within two weeks following the semester in which the grade was issued. An instructor must provide a student with a decision on any disputed grade within two weeks of receiving such an appeal. Students who are dissatisfied with the outcome of a disputed grade, and have attempted to reconcile the grade with the instructor of record within two weeks of the end of the semester in which the grade was issued, have a right to appeal the grade to the department. All grade appeals are adjudicated within the department by one of two committees. The graduate committee (including the graduate student member or graduate student appointed by the department chair) will review and decide all cases involving graduate student grade appeals. The undergraduate committee (including an undergraduate student and graduate student representative both appointed by the department chair) will review and decide all cases involving undergraduate student grade appeals. All members of the committee may vote on a grade appeal except the committee chair.

When an appeal is lodged, the appropriate committee shall consult with the student and faculty member, examine the evidence, and render a judgment. The committee cannot resolve disputes concerning a student's knowledge of a particular subject, its responsibility is to protect students against prejudiced or capricious evaluations on the part of an instructor and ensure due process in grading procedures.

Grade appeal procedures are as follows:

1. An appeal shall be submitted in writing to the committee.
2. The appeal shall be circulated to committee members and the instructor in question.
3. A letter shall be sent to the student acknowledging receipt of the appeal. In the letter, the student shall also be advised that he or she may appear before the committee to clarify, amplify or otherwise discuss the appeal. The student shall also be advised that confronting the instructor in question, either before the committee or at any other time, is not required.
4. The instructor shall be advised that he or she may meet with the committee and/or submit any information or evidence to clarify, amplify or otherwise discuss the appeal.
5. The student or instructor may secure the assistance of others in the preparation and presentation of their appeal or response to the committee
6. The committee shall arrange (a) a meeting with the student, if desired; (b) a meeting with the instructor, if desired; and (c) a meeting in executive session to consider and decide the appeal. Additional meetings may be held as needed.
7. The committee's decision shall be in writing, and forwarded to both the instructor and student along with the reasons for the decision and procedures for appealing it by either

the instructor or student to the grading appeals committee of the college.

8. Should the instructor in question be a member of the committee, he or she shall withdraw from participating in the decision, and the chair of the committee shall appoint a replacement.

Procedures for appealing a grade to the College of Arts Sciences can be found here:

<http://cas.unl.edu/grading-appeals>