



Department of Nursing  
Policy #006

## Grade Appeal and Academic Grievance

<b>Status:</b>	Approved 5/20/2014 Revised 6/2016, Revised 7.13.2017, Revised 2.15.2019
<b>Effective:</b>	2.15.2019
<b>Initiated by:</b>	By Laws and Policy Committee
<b>Relevant WAC, Standard or criterion:</b>	WAC 246-840-519, Heritage University Student Handbook

### Purpose

The purpose of this policy is to provide nursing students with the information needed to pursue an academic appeal.

### Plan

The Department of Nursing believes that students have the right to due process and equity. Therefore, the appeals and grievance procedures are implemented to provide a method to address students' concerns.

### Policies and Procedures

The Heritage University BSN Program follows the [Heritage University Academic Grievance Process](#) as found in the HU Catalogue. Students who feel that an academic decision affecting them should be re-examined may present their case according to the following grievance process. These steps are followed until the concern is resolved:

1. The instructor assigned to a course has full responsibility for grading, subject to the appeal process described in this section. In unusual circumstances (e.g. death, incapacity, or indefinite inaccessibility of the course instructor) the Department Chair will be responsible for the final grade, subject to appeal by the student to the dean as described in this section.
2. A student appealing to change a grade must make a concerted effort to resolve the matter with the course instructor. If the student believes the matter has not been satisfactorily resolved, the student confers with the Nursing Department Chair, who also serves as the BSN Program Director. The Chair/Director must attempt a resolution acceptable to both the student and the instructor but does not have the authority to change the grade. The Department Chair or Director may enlist department grievance procedures to assist in resolving the grade appeal at the departmental level.
3. If the student believes the matter has not been satisfactorily resolved, the student confers with the college Dean to seek assistance in resolving the concern.
4. A student makes an appointment with the Provost/Vice President of Academic Affairs to

Policy #006

Title: Grade Appeal and Academic Grievance

seek assistance in resolving the concern.

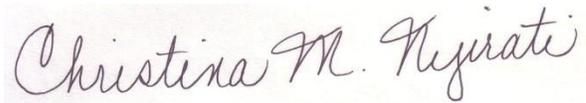
5. The student and the Provost/Vice President of Academic Affairs may request a hearing committee to review the matter.
6. The Provost/Vice President of Academic Affairs communicates the decision to the concerned student.

Students also have access to a grievance procedure for non-academic concerns. Please see the Heritage University Catalog>Code of Conduct with Student Rights and Responsibilities.

## Reviewers

Proposed revisions of this policy should be reviewed by:

- Nursing Faculty Assembly
- Bylaws and Policy Committee



Signature