



Department of Nursing

Policy #006

Grade Appeal and Academic Grievance

Status:	Originated 2014-05-20 Revised 2026-04-272024-04-22, 2019-02-15, 2017-07-13, 2016-06-01
Effective:	2026-04-27
Initiated by:	Bylaws, Policies, & Handbooks Committee
WAC:	WAC 246-840-519

PURPOSE

The purpose of this policy is to provide Heritage University Nursing Department (HUND) students with the information needed to pursue a grade appeal or academic grievance.

AUDIENCE

This policy applies to all HUND students.

PLAN

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

POLICIES AND PROCEDURES

The Nursing Department follows the Academic Grievance Process as found in the HU Catalog. 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 course head has full responsibility for grading, subject to the appeal process described below.
 - a. In extenuating circumstances, e.g. death, incapacity, or indefinite inaccessibility of the course instructor, the Nursing Department Nursing Director/Chair will be responsible for the final grade, subject to appeal by the student to the Provost/VP of Academic Affairs as described below.
- 2) The student appealing to change a grade must make a concerted effort to resolve the matter with the course head. If the student believes the matter has not been satisfactorily resolved, the student confers with the Nursing Director/Chair. The Director/Chair must attempt a resolution acceptable to both the student and the course head but does not have the authority to change the grade. The Director/Chair may enlist HUND complaint procedures if applicable to assist in resolving the grade appeal at the departmental level [Nursing Policy #041 Formal and Informal Complaints].
- 3) If the student believes the matter has not been satisfactorily resolved, the student confers with the Provost/Vice President of Academic Affairs of the university to seek assistance in resolving the concern.

- a. A student makes an appointment with the Provost/Vice President of Academic Affairs to seek assistance in resolving the concern.
- b. The student and the Provost/Vice President of Academic Affairs may request a hearing committee to review the matter.
- c. The Provost/Vice President of Academic Affairs communicates the decision of the hearing committee to the concerned student.

Commented [DG1]: Needing to clarify

Students can also address non-academic grievances through the HU Academic Grievance Process, Code of Conduct, and/or Student Rights and Responsibilities (HU Catalog).

CITED AND RELATED POLICIES

Cited

- Nursing Policy #041 Formal and Informal Complaints
- Heritage University Academic Grievance Process
- Heritage University Code of Conduct
- Heritage University Student Rights and Responsibilities

Related

- Nursing Policy #033 Student Rights and Responsibilities

WAC

Washington State Legislature. (2016). WAC 246-840-519. Student requirements in all approved nursing education programs. <https://app.leg.wa.gov/wac/default.aspx?cite=246-840-519>

REFERENCES

Heritage University. (n.d.) *Catalog*. <http://catalog.heritage.edu/>

Heritage University Nursing Department. (n.d.) *Nursing Policies*. <https://heritage.edu/academic-paths/undergraduate-degrees/nursing/nursing-department/nursing-policies/>

FORMS

No forms are associated with this policy.

POLICY REVIEWERS

Proposed revisions of this policy should be reviewed by:

- 1) Bylaws, Policies, & Handbooks Committee [initiating committee]
- 2) Nursing Faculty Assembly

Nursing Director Signature:

