

The CBA MBA/EMBA Grade Appeal informational packet:

The CBA MBA/EMBA Grade Appeals Packet (available in the CBA Dean's office, RH 414) will include:

1. A description of CBA's formal CBA MBA/EMBA grade appeal process, as revised in CBA's Policies and Procedures.
2. A CBA MBA/EMBA Grade Appeals Filing Form: It must be completed by the student and received by the dean's office by the due date: six weeks following the date the grade is posted on eBRUNO. The form includes space for the date the form is received by the Dean's office and by whom.

## CBA MBA/EMBA Student Grade Appeal Process

The Nebraska Regents *By-Laws* and the College of Business Administration (CBA) *Policies and Procedures* require a process that allows a student to appeal a grade. This process allows a student to initiate a grade appeal when the student believes a course grade was awarded prejudicially or capriciously.

**Capricious** means that the instructor acted with a sudden change of mind without notifying students about criteria and/or requirements which ultimately affected the student's grade. That is, the instructor acted impulsively and unpredictably.

**Prejudicial** means the instructor treated the student differently, apart from the norm, thereby detrimentally affecting the student's grade.

The student must provide specific information regarding these standards, as they are the primary basis of the grade appeal.

**PROCESS AND TIMELINE:** Students are encouraged to initiate the process as soon as possible. A student "initiates" a formal grade appeal by turning in a completed and clearly written *MBA/EMBA Grade Appeal Filing Form* to the CBA Associate Dean's office (RH 414). **The receipt of the *CBA/MBA Grade Appeal Filing Form* by the Associate Dean's office is the only procedure for initiating the formal grade appeal process.**

The **deadline** for initiating a CBA MBA/EMBA grade appeal is:

- the appeal must be filed in writing within six weeks following the date the grade is posted on eBRUNO.

Only the student whose grade is being appealed may initiate the process.

**IMPORTANT:** It is required that, **before** initiating the grade appeal, the student must meet with the course instructor about the grade. If the instructor is not available or resolution is not achieved, the next step is for the student to meet with the chair person of the course instructor's department.

The chair's role in the grade appeal process is "facilitator." The chair will attempt to collect the relevant information from both student and instructor. The chair may ask that the three meet together (student, faculty member, and chair person), or may facilitate communication between the two parties individually. NOTE: The department chair does not have the authority to change a grade. A formal grade appeal is filed only if resolution is not achieved during this process.

**NOTE:** The *CBA MBA/EMBA Grade Appeal Filing Form* is included with these materials.

**GRADE APPEAL HEARING:** The Student Grade Appeal Hearing shall be scheduled within sixty (60) working days following the day the *EMBA/MBA Grade Appeal Filing Form* was delivered to the CBA Associate Dean. If the appeal hearing must be held more than sixty (60) working days after the filing, the CBA Associate Dean or his/her designee must approve the delay and the CBA Associate Dean or his/her designee shall provide a written explanation to the student, instructor, and chairperson of the Graduate Program Council, as to the reason(s) for the delay.

The appeal hearing is chaired by CBA's Associate Dean. At the hearing the **student** may present: the syllabus for the course, materials which were used to ascertain grades in the course (exams, papers, and so on), oral or written statements from student members of the instructor's classes--past and/or present, the oral testimony or written statements of faculty and administrative employees, the testimony or written statement of any other person who the Associate Dean allows to provide information. *Extraneous, immaterial or irrelevant materials, as determined by the Associate Dean, may NOT be presented.*

At the hearing the **instructor** may present: the syllabus for the course, materials that were used to determine grades in the course, a spreadsheet containing all recorded grades for all class members (student names and ID #s MUST be removed), oral or written statements from student members of the instructor's classes--past and/or present, the oral testimony or written statements of faculty and administrative employees, the testimony or written statement of any other person who the Associate Dean allows to provide information. *Extraneous or irrelevant materials, as determined by the Associate Dean, may NOT be presented.*

The student and the faculty member may choose to be accompanied at the hearing by a counselor. That counselor may quietly and confidentially counsel that party during the hearing; but, a counselor may not address the hearing.

Upon completion of the hearing, all present are excused except the members of the appeal panel (composed of the Graduate Program Council plus two students from the relevant program). Further discussion may follow. A vote to support or deny the grade appeal is made by secret ballot. The Associate Dean counts the votes in view of the committee and votes only if necessary to break a tie. The majority prevails. The ballots are destroyed immediately and the vote count may be revealed ONLY to the UNO Dean of Graduate Studies.

The grade appeals panel has the authority to change the grade awarded to the student. If the grade is changed, there will be no permanent record of the original grade.

The student and instructor will be informed in writing by the CBA Associate Dean of the decision made by the grade appeal panel.

Questions or concerns: please contact the CBA Associate Dean at 554-2304, RH 414.

*CBA MBA/EMBA Grade Appeal Filing Form*

**IMPORTANT:** CBA’s Policies and Procedures (*Section 6.1*) states that a grade appeal has merit when a student demonstrates that the grade awarded was

- ***capricious*** (defined as a sudden change of mind without adequate notification), or
- ***prejudicial*** (defined as being treated differently; out of the norm).

That a student is dissatisfied with a grade is not a sufficient basis for initiating the formal Grade Appeal process. *It is the responsibility of the student to prove the instructor acted in one or both ways when awarding the student’s grade.*

A grade appeal is “initiated” when a student submits a complete and clearly written *CBA MBA/EMBA Grade Appeal Filing Form* to the CBA Associate Dean’s office on or before the deadline.

The **deadline** for initiating an MBA/EMBA grade appeal is:

- The appeal must be filed in writing within six weeks following the date the grade is posted on eBRUNO.

Students are encouraged to initiate the process as soon as possible.

FOR OFFICE USE ONLY:

DATE RECEIVED: _____ BY: _____
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**ATTENTION: CBA ASSOCIATE DEAN, RH 414 UNO**

1. Student's Name and Contact Information: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Phone Email

2. Course for which grade is being appealed: \_\_\_\_\_

3. Program for which grade is being appealed: MBA \_\_\_\_\_  
EMBA: \_\_\_\_\_

4. Course Instructor: \_\_\_\_\_

The CBA grade appeals process requires a student to attempt to resolve the disagreement directly with the course instructor. If not resolved, the student must meet with the chairperson of the course instructor's department **before** initiating the formal grade appeals process.

5. Have you met with the instructor about the grade you received and why you felt the grade awarded was capriciously or prejudicially determined?  
Yes \_\_\_\_\_, on (dates): \_\_\_\_\_ No \_\_\_\_\_

6. Have you met with the instructor's chairperson about the grade you received and why you felt the grade awarded was capriciously or prejudicially determined?  
Yes \_\_\_\_\_, on (dates): \_\_\_\_\_ No \_\_\_\_\_

7. If you attempted to speak to either the instructor and/or chair, but were unable to make contact, record the steps you took and dates when you attempted to make contact, and/or why contact was not made. Include any copies of letters or email messages you sent.

\_\_\_\_\_  
\_\_\_\_\_

8. On the lines below, state the reasons you believe your grade was **capriciously** or **prejudicially** awarded. (A separate sheet may be attached if more room is needed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Student's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_