Regarding process for graduate grade appeals for courses taken within the Business Interdepartmental Area of the College of Business Administration:

The College shall have two standing committees for the purpose of consideration of grades appealed by graduate students at the Master (8xx courses) and Doctoral (9xx courses) levels within the Business Interdepartmental Area of the College of Business Administration. These committees shall hear appeals to grades that fit within the university guidelines indicating bias or caprice in grading, departure from grading procedures as indicated by the instructor, or refusal to clarify the basis for a grade on the part of the instructor.

- Membership on the Masters Grade Appeals Committee. The membership of this committee shall be the faculty members of the MBA/Masters Committee.
- Membership on the Doctoral Grade Appeals Committee. The membership of this committee shall be the faculty members of the Ph.D. Committee.

These committees are empowered to direct change unless the case is appealed to a higher grade appeal body.

If a member of a grade appeals committee becomes a party in a grade appeal case, the Associate Dean for Graduate Programs appoints a replacement for the duration of the case.

Procedures:

- The student must discuss the situation with the instructor involved.
- If the situation is not resolved at the instructor level, the student must meet with the Associate Dean for Graduate Programs to determine whether appropriate discussions have taken place with the instructor. If so, the student is advised of the grade appeals process. If not, the student is referred back to the instructor for further discussion.
- If no acceptable solution is reached, the student may file a written grade appeal with the appropriate Grade Appeal Committee. The appeal must be filed within 60 calendar days of the posting of the grade report by the Office of the University Registrar. In making the appeal, the student must allege that the guarantees contained in Section II, Part B, of The Student in Academic Community, have been violated.
  - In making his or her appeal, the student must allege bias or caprice in grading, departure from grading procedures as indicated by the instructor, or refusal to clarify the basis for a grade on the part of the instructor.
- If the matter is unduly delayed or not resolved, the student may present the original appeal documentation to the UNL Dean of Graduate Studies who shall request a review by a subcommittee of the Graduate Council. A last appeal may be made to the full Graduate Council, if it agrees to hear the case.
Since awarding grades in courses occurs at the individual campus level, the
decision of the UNL Graduate Council shall be final and is not subject to further
appeal beyond the campus..

During the appeal process, if the instructor’s grade is overturned, the instructor of
record has the right of appeal, in writing, at successive levels of review.

Instructors are encouraged to seek advice and council from their Department Chair, School
Director, Associate Dean for Graduate Programs or appropriate mentors. However, in
keeping with Academic Freedom principles, under no circumstances is it appropriate for a
Department, School or College administrator to direct an instructor to change a grade.