

The Catholic University of America

School of Nursing Grades Committee Appeal Form

Instructions:

The School of Nursing follows the policies and procedures defined by the University in regard to the appeal of course grades. Please be aware that according to this policy the only grades that may be considered for appeal are failing grades.

Before you consider filing an appeal please review carefully the University policy and procedure for grades appeals:

University policy on grades appeals:

<http://policies.cua.edu/academicundergrad/appealfailinggrades.cfm>

University procedure on grades appeals:

<http://policies.cua.edu/academicundergrad/gradesprocedures.cfm>

Checklist for filing an appeal with the School of Nursing:

- ✓ Review the University policy and procedures on grades appeals
- ✓ Complete the School of Nursing grades appeals form (attached) and submit it to the Dean's office in person or by certified mail in accordance with the university procedure as follows:

"Written appeal must be submitted **in person or by registered U.S. Mail (or equivalent) with return receipt requested**. If the appeal is submitted in person, the dean must have received it within 15 business days after the final failing grade has been entered into Cardinal Station (for coursework) or notification of failure by the responsible committee (for non-coursework cases). If the appeal is submitted by mail, it must be postmarked within 15 business days of grade entry or notification."

- ✓ Request a written receipt from the Dean's office noting the date and time your appeal form and supporting documents were received.
- ✓ Expect a response from the Dean and/or the Chair of the Grades Committee within 5 business days of filing your appeal. Please note that according to the Grades Committee policies and procedures, the Chair of the Grades Committee will review each appeal received for compliance with University policy and procedures. If the appeal does not specify and outline the ways that the instructor allowed non-academic criteria to influence the award of a failing grade, the Grades Committee Chair may return the appeal to the Dean outlining the lack of compliance of the appeal with the University policies and requesting further information.

The School of Nursing has a zero-tolerance for discriminatory behavior towards students. Instructors are required to strictly adhere to course policies and procedures that are applied equally to all students.

The Catholic University of America, School of Nursing

Grades Appeal Form

Date:

Student Name:

Student ID:

Course being appealed

Course Instructor

In ***one paragraph*** please outline the non-academic factors that you assert were allowed to influence your grade. Bullet points are acceptable.

Please provide the names of any students willing to provide corroboration or evidence that is material to the situation you describe:

Please attach the course syllabus for the course grade you are appealing and list the grades you earned in each of the required graded assignments in the course.