



Department of Nursing  
**Policy #006**  
**Grade Appeal and Academic Grievance**

<b>Status:</b>	Originated 2014-05-20 Revised 2024-04-22, 2019-02-15, 2017-07-13, 2016-06-01
<b>Effective:</b>	2024-04-22
<b>Initiated by:</b>	Bylaws, Policies, & Handbooks Committee
<b>WAC:</b>	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 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. The Director 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 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 Nursing Department Chair to seek assistance in resolving the concern.

- 4) 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.

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:

