Academic Appeals Process – End of Semester Grade Appeals

Problems related to a student's academic and professional status and program progression that emerge during enrollment in undergraduate nursing programs are handled through an appeal process. This process is an appeal mechanism for end-of-course grades only. No appeals process exists for individual assignment grades within a course. When a student believes an end-of-course grade is incorrect, the student is responsible for providing proof. The grade appeal process will follow the procedures of the academic unit where the student earned the grade, which is not necessarily the academic unit of the student's major. This process is consistent with the Student Complaint Procedures in the Code of Student Rights, Responsibilities, and Conduct, found on the Indiana University Kokomo web site.


During the appeals process in a nursing course, the student may not begin classes in a subsequent nursing course until the appeal is resolved.

To appeal, the student must make an appointment with the following individuals in the order listed below. The student will have exhausted all informal means to resolve the issue prior to using this formal appeals process. An appeal must be initiated by the student within four weeks after the grade is assigned. The total review process from faculty to final decision by the dean should take no more than 30 days. Students need to remember there are fewer working days between fall and spring semesters, so time is a consideration in this process.
1. The first person to consult for an appeal is the faculty responsible for the course. A written summary of the concern, the action taken, and results of step one should be completed on Form 1. If the appeal cannot be mediated to the satisfaction of both the instructor and the student, either may request that the appeal be referred to the next level of the appeals process.

2. If necessary, the second person to consult is the Assistant Dean or her designee who will have five working days to resolve the issue and complete Form 2. If the appeal cannot be mediated to the satisfaction of both the Assistant Dean or her designee and the student, either may request that the appeal be referred to the next level of the appeals process. If the Dean or Assistant Dean and the faculty responsible for the course are the same person, then the alternate second step (after going to the faculty member) is to go to the Assistant Dean of the RN to BSN program.

3. If necessary, the third person to consult is the Dean of Nursing or her designee. The Dean or her designee will have ten working days to make a final decision and complete Form 3. This is the final level of appeal. If the Dean is the faculty member involved then the third and final person to consult is the Assistant Dean or her designee.