

Department of Computer Science
College of Information Science and Technology
University of Nebraska at Omaha

Policy on Grade Appeals

Students wishing to appeal the grade assigned for a course shall first attempt to resolve the issue with the instructor responsible for the course. Note that appeals of grades for individual assignments can only be adjudicated by the instructor responsible for the course. If a satisfactory resolution is not possible after discussion with the instructor, the student may then submit a written grade appeal to the department chair, providing a detailed justification for the appeal, including any supporting materials, and indicating why the student believes the grade determination was biased or capricious. The department chair will try to resolve the grade issue with the student and the instructor. If the chair determines that the appeal cannot be resolved at his/her level, a committee consists of three members of the department faculty — one selected by the student submitting the appeal, one selected by the instructor for the class, and one selected by the department chair — will meet to evaluate the appeal. During that meeting the instructor, the student, and any other appropriate parties may present their justifications. If the committee finds that the grade was not assigned in a biased or capricious manner, the departmental appeal is concluded, and the student and the instructor are so notified. If the grade appeal is supported, the department chair will report the finding to the student and the instructor, and will direct the registrar to change the grade to that determined by the appeal committee.

Policy on Cheating and Plagiarism

The general university policies on cheating and plagiarism apply within the department. Unless otherwise specified by an instructor, student work shall represent only the individual effort of that student, with portions of that work done by others given appropriate attribution. If a group effort is explicitly permitted or required by the instructor for one or more assignments, then the instructor shall indicate which part(s) of the assignment must be completed on an individual basis, if any.

If an instructor believes a student has plagiarized the work of another (regardless of whether the other person is a student in the same section/class or not), or represented as their own work that which another person produced (whether on a paid basis or not), then that instructor shall inform the student of the suspicion. The student shall be given an opportunity to explain, if they wish, why the work was not plagiarized. If after such student explanation the instructor still believes the work was plagiarized, the instructor has the responsibility for assigning an evaluation to the work that is substantially lower than if the work had not been completed at all. The department chair will be notified for the action. If the student whose work being copied or plagiarized knows the fact but does not take a proper action, the student will be held responsible the same as the copying or plagiarizing student.

If a second occurrence of plagiarism is evidenced for the same student, the instructor has the responsibility of assigning a grade of F to the student for the course and informing the registrar's office that the student will not be permitted to withdraw from the course. Both the department chair and the college dean will be notified for the action.

Repeated occurrences of plagiarism (in multiple courses) by the same student shall result in notification of the Vice Chancellor for Academic Affairs and/or the Graduate Dean, as appropriate, from the department chair or the college dean, and possible dismissal of the student from the program.

Policy on Student Performance

- For student repeating a course:
 1. A formal warning shall be conveyed to the student upon failing a course the second time.
 2. The student shall not be allowed to enroll in the course after the third failure.

- For student absent from a class
 1. A formal warning shall be conveyed to the student upon the second time (first time for summer session) of non-excused absence from a class.
 2. The student shall be withdrawn from the class after the third time (second time for summer session) of non-excused absence from the class.