STUDENT GRADE APPEAL FORM  
UNIVERSITY OF WEST GEORGIA  

INSTRUCTIONS: READ THE PROCEDURE FOR FILING A GRADE APPEAL AND PROCESS FOR REVIEWING AND DECISION (SEE PG. 2) AND COMPLETE THE FIRST AND SECOND SECTIONS OF THIS FORM. PLEASE PRINT OR TYPE, COMPOSE A SHORT LETTER OR MEMO (TYPEWRITTEN) STATING THE EXACT NATURE OF THE APPEAL AND THE REASON FOR THE APPEAL AND ATTACH ANY SUPPORTING MATERIALS. THIS APPEAL FORM AND THE SUPPORTING DOCUMENTS MUST BE FILED WITH THE DEPARTMENT CHAIR.

<table>
<thead>
<tr>
<th>Course Information:</th>
<th>Final Grade:</th>
<th>Instructor Name:</th>
</tr>
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<tbody>
<tr>
<td>Subject Number</td>
<td>Section CRN</td>
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Assignment Grade if appeal is being filed before the final course grade has been assigned: _______  Semester: _______  Year: _______

Student Name: ______________________  UWG ID: 917________

Local Address: ______________________  UWG email: ______________________

Street and Number  City  State  Zip  Contact Phone Number(s): ______________________

STUDENT: I have read and understand the policy and have attached to this form a copy of my written appeal and any supporting documents. I also understand that I may accept a decision at any point in this process or withdraw this appeal at any time.

________________________________________
Student Signature

________________________________________
Date

DEPARTMENT CHAIR:

Category of Appeal:    ______Dishonesty Grade Appeal    ______Grade Determination Appeal

Decision: ___Grant the appeal and change the grade to: _______   ______Deny the Appeal (Rationale statement is attached.)

Department Chair – Please Print  Signature  Date

Student: ______ I accept the decision. ______ I do not accept the decision. Please forward my appeal to the Dean. ______ (Please initial here.)

DEAN OR DESIGNEE:

Decision: ___Grant the appeal and change the grade to: _______   ______Deny the Appeal (Decision statement is attached.)

Dean/Designee Name – Please Print  Signature  Date

Student: ______ I accept the decision. ______ I do not accept the decision. Please forward my appeal to the Provost/Grade Appeals Subcommittee. ______ (Please initial here.)

GRADE APPEALS SUBCOMMITTEE (VIA THE OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS)

Forwarded to committee by Provost’s Office: ____________________________  Subcommittee Hearing Date: ____________________________

Subcommittee Decision: (Hearing transcript/documentation attached.)

_______ Grant the Appeal. Grade will be changed to: _______   ______Deny the Appeal

Grade Appeal Subcommittee Chair – Please Print  Signature  Date

Revised: December 6, 2011
Procedure for Filing a Grade Appeal and Process for Reviewing and Decision

(The complete policy regarding Grade Appeals can be found in the UWG Faculty Handbook, Section 207-208.)

Students have the right to appeal a grade. Grade appeals must be submitted in writing, using the UWG Student Grade Appeal Form, available from the Provost’s website, and following the procedures outlined below.

All academic appeals, regardless of their nature, shall be initiated no later than the end of the semester following the assignment of the grade. (UWG Faculty Handbook 208.02) Grade appeals due to an allegation of Academic Dishonesty may be made as soon as a grade penalty has been levied against a student based on such an allegation.

Procedure for Filing the Grade Appeal:

- The student must complete and sign the form, attach a short memo or letter stating the exact nature of the appeal and reason, attach any supporting documentation, and submit the entire packet to the Department Chair of the department in which the course is taught.
- It is the responsibility of the Chair to consult with the student and with the faculty member and determine the type of appeal as defined here:
  - Dishonesty Grade Appeal - If the faculty member assigned the grade due to an allegation of cheating, plagiarism, or some other act of academic dishonesty and the student wishes to pursue the appeal, his or her case should be considered a Dishonesty Grade Appeal.
  - Grade Determination Appeal - If the reasons underlying the appeal are based on policy disagreements or alleged charges of arbitrary or unfair treatment by the involved faculty member, the appeal should be considered a Grade Determination Appeal.

Review and Decision Process

- **Department Level:** Upon submission of an appeal, and after determining the type of appeal, the Chair will examine the available evidence and render a decision: Either grant the appeal and change the grade, or deny the appeal. The Chair should schedule an appointment with the student to convey the decision. If the appeal is denied, the student may accept the Chair’s decision and end the appeal process, or he/she may request that the appeal and all associated documentation be forwarded to the Dean’s office (dean or designee) for further review.

- **College Dean Level:** All appeals forwarded to the appropriate dean’s office should include the Student Grade Appeal Form (complete information, decision indicated, and signatures/initials from both the student and the chair) and all associated documentation provided by the student and the faculty member, along with a brief statement from the Chair regarding her/his decision. The Dean or his/her designee will review the appeal and all associated documentation and available evidence and will render a decision: Either grant the appeal and change the grade, or deny the appeal. The Dean/designee should schedule an appointment with the student to convey the decision. If the appeal is denied, the student may accept the decision and end the appeal process, or he/she may request that the appeal and all associated documentation be forwarded to the Provost’s office for submission to the Grade Appeals Subcommittee. (UWG Faculty Handbook 208.05, 4.)

- **Grade Appeals Subcommittee Level:** All appeals forwarded to the Provost’s Office for referral to the Grade Appeals Subcommittee should include all forms, documentation and decision statements from the previous levels. The subcommittee’s review purpose is described here:
  - Dishonesty Grade Appeals: The purpose of the subcommittee in hearing this type of student complaint/appeal is to (1) determine if academic improprieties did take place and (2) to review the appropriateness of the faculty member’s corrective action as it related to the final grade assignment. (UWG Faculty Handbook 208.05, 4a.)
  - Grade Determination Appeals: The purpose of the subcommittee in hearing this type of student complaint/appeal is to review the totality of the student’s performance in relationship to his or her final grade. (UWG Faculty Handbook 208.05, 4b) The chairperson of the subcommittee will submit in writing conclusions and recommendations to the Provost and Vice President for Academic Affairs. The Provost or designee will convey the decision of the subcommittee to the student.

Revised: December 6, 2011