



## 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 208.)*

Students have the right to appeal a grade by initiating an Academic Dishonesty Grade Appeal or Grade Determination Appeal with the chair of the department that offers the course. 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.

Please Note: Academic suspension (term or one year) or academic dismissal may only be reviewed through a grade appeal or hardship withdrawal. The suspension or dismissal will not be overturned until the grade appeal or hardship withdrawal has been processed. (UWG Faculty Handbook, Section 208.05)

**All grade appeals, regardless of their nature, shall be initiated by the student no later than the end of the semester following the assignment of the grade and concluded no later than one year (12 calendar months) after the assignment of the grade. (UWG Faculty Handbook 208.04.A.3)**

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 (UWG Faculty Handbook 208.04.F.2.a). Grade Determination Appeals must be made after the final course grade is assigned (UWG Faculty Handbook 208.04.F.2.b).

### 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:
  - **Academic 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 an Academic 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 Procedures

- **Department Chair and Faculty Level:** Upon receipt of the written grade appeal the Chair (1) consults with the student, (2) determines whether the grade appeal should be considered as an Academic Dishonesty Grade Appeal or a Grade Determination Appeal, (3) shares the grade appeal with the faculty member and after review the faculty member may (but is not required to) submit a narrative and any supporting documentation, (4) examines the available documentation, and (5) grants the appeal and changes the grade, or denies the appeal. The Chair notifies the student of the decision in writing. If the Chair denies the appeal, the written notification to the student should explain the student's right to appeal to the Dean (or Dean's designee). If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Dean (or Dean's designee.) Note: The student must indicate his/her decision in writing on the Grade Appeal Form.
- **College Dean (Dean's Designee) Level:** All appeals forwarded to the appropriate dean or designee 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 notifies the student of the decision in writing. If the Dean/designee denies the appeal, the written notification to the student should explain the student's right to appeal to the Office of the Provost and Vice President for Academic Affairs. If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Provost (or Provost's designee.) Note: The student must indicate his/her decision in writing on the Grade Appeal Form.
- **Provost (Provost's Designee) Level:** The Provost/designee submits the appeal to the chairperson of the Grade Appeals Subcommittee for a hearing and subsequent decision.
- **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. At the conclusion of the hearing of the Grade Appeals Subcommittee, the chairperson of the subcommittee will submit in writing conclusions and recommendations to the Provost/designee for information, review, and additional action. (For example, change of grade or further judicial sanctions.)
- Ultimately, final authority for all student appeals rests with the president of the institution. (See Section 4.7.1 Student Appeals, BOR Manual.)