

UWG PROCEDURE NUMBER: 2.7.13, Grade Appeals

Authority: UWG POLICY 2.7 (Teaching Responsibilities)

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.7, establishes the following procedure for compliance with UWG Policy 2.7 on Teaching Responsibilities:

The purpose of the procedure is to clearly communicate to UWG faculty the grade appeals procedure.

A. Definitions

1. **Academic Dishonesty Grade Appeal** - Faculty member assigned a grade due to an allegation of cheating, plagiarism, or some other act of academic dishonesty and the student wishes to pursue the appeal.
2. **Grade Determination Appeal** - Reasons underlying an appeal are based on policy disagreements or alleged charges of arbitrary or unfair treatment by the involved faculty member.

B. Grade Appeal Procedures

The student is encouraged to present their concerns to the faculty member regarding their grade. If dissatisfied with the discussion with the faculty member, the student can initiate a grade appeal in writing, using the Student Grade Appeal Form.

Grade appeals begin at the level of the Department Chair, or the Associate Dean if a chair of the department does not exist.

1. Department Chair. 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).

2. Dean (or Dean's Designee). The Dean/designee reviews the appeal and grants or denies 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).

3. Provost (or Provost's Designee). The Provost/designee submits the appeal to the chairperson of the Grade Appeals committee for a hearing.

i. Grade Appeals committee. At the conclusion of the hearing of the Grade Appeals committee, the chairperson of the committee 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). The Chair shall only vote to break a tie. If a majority of the members of the Grade Appeals committee does not grant the appeal, the decision of the Dean stands. Ultimately, final authority for all student appeals rests with the president of the institution. (See Section 4.7.1 Student Appeals, [BOR Manual](#)).

C. Compliance or Penalties


UWG follows the Board of Regents (BOR) policies on this matter, and to the extent the language conflicts, the BOR language prevails. (See Section 4.7.1 Student Appeals, [BOR Manual](#)).

Recommended by the Provost, the 11 day of April, 2018.



Signature, Provost

Reviewed by President:



Previous version dated: N/A

Rules committee approved 11/30/17