

# STUDENT GRADE APPEAL FORM

## University of West Georgia

**INSTRUCTIONS:** Read the procedure for filing a **GRADE APPEAL** and the approval/decision process (See Page 3). Complete the first page of this form and attach the required support documentation.

The documents required include a description of the nature of appeal, the course syllabus, and any evidence or information to support your claim(s) such as emails, rubrics, graded assignments, and/or exams as appropriate.

This form may be completed online and printed for submission, or you may print the form and complete it (*PRINT or TYPE*) for submission. The student should first discuss concerns over awarded grades with the faculty member, prior to filing a formal grade appeal. If the grade appeal is unresolved, submit this form to the department chair.

**Please submit the form and ALL documentation NO later than the end of the semester following the assignment of the grade. Grade appeal forms will not be accepted after this deadline for any reason. This policy applies to Fall, Spring, and Summer semesters.**

Student Name:		ID Number:	
Contact Number:		Local Address:	
UWG Email:			

Is this submission being filed to appeal your academic suspension or dismissal? (Circle one) Yes or No

If **YES**, indicate your academic status: Suspension One Term  or One Year  or Academic Dismissal

Course Number and Section:		Course Title:	
Semester and Year:		Grade Awarded:	
Instructor(s) Name:		Department:	

Please indicate the type of appeal:

**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, the case should be considered an Academic Dishonesty Grade Appeal.

or

**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.

**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:** \_\_\_\_\_

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**FACULTY USE ONLY:**

Faculty Member Name: _____	
I have met with the student and considered the basis for the appeal and stand by the grade.	<input type="checkbox"/>
I have met with the student and considered the basis for the appeal and grant the grade appeal.	<input type="checkbox"/>

**Faculty Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*Student: Please indicate if you accept the decision by initialing below.**

I accept the decision.  I do NOT accept the decision and want my appeal forwarded to the next level.

**DEPARTMENT CHAIR USE ONLY:**

Department Chair Name: _____	
I have met with the student and considered the basis for the appeal and deny the grade appeal.	<input type="checkbox"/>
I have met with the student and considered the basis for the appeal and grant the grade appeal.	<input type="checkbox"/>

**Department Chair Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*Student: Please indicate if you accept the decision by initialing below.**

I accept the decision.  I do NOT accept the decision and want my appeal forwarded to the next level.

**DEAN or DESIGNEE USE ONLY:**

Dean or Designee Name: _____	
I have met with the student and considered the basis for the appeal and deny the grade appeal.	<input type="checkbox"/>
I have met with the student and considered the basis for the appeal and grant the grade appeal.	<input type="checkbox"/>

**Dean or Designee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*Student: Please indicate if you accept the decision by initialing below.**

I accept the decision.  I do NOT accept the decision and want my appeal forwarded to the next level.

**PROVOST USE ONLY:**

Forwarded to the Provost Office on: _____ Subcommittee Hearing Date: _____	
Written Subcommittee Conclusions and Recommendations: Submitted to Provost/designee for information, review, and additional action. (Includes hearing transcripts/documentation)	
<b>Grade Appeal Subcommittee Chair Name (Please Print):</b> _____	
<b>Signature:</b> _____	<b>Date:</b> _____

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### Procedure for Filing a Grade Appeal and the Approval/Decision Process

*(The complete policy regarding Grade Appeals can be found in the UWG Faculty Handbook, Section 207.04)*

Students have the right to appeal a grade by initiating an Academic Dishonesty Grade Appeal or Grade Determination Appeal (UWG Faculty Handbook 207.04). Grade appeals must be received no later than the end of the semester following the assignment of the grade concluded no later than one year (12 calendar months) after the assignment of the grade. This policy applies to Fall, Spring, and Summer semesters.

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 207.04.F.2.a). Grade Determination Appeals must be made after the final course grade is assigned (UWG Faculty Handbook 207.04.F.2.b). All 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

Note: Academic Suspension (term or one year) or Academic Dismissal may only be reviewed through the grade appeal or hardship withdrawal process. A Suspension or Dismissal will not be overturned until the grade appeal or hardship withdrawal is processed. (UWG Faculty Handbook, Section 207.05)

#### Approval and Decision Process

**Upon receipt of a Grade Appeal Form and required documents, each reviewer listed below will complete the following:**

- (1) consult with the student,**
- (2) determine whether the grade appeal is appropriately categorized as Academic Dishonesty Grade Appeal or a Grade Determination Appeal,**
- (3) examine the available documentation and request additional documentation as deemed necessary, and**
- (4) deny or grant the appeal and change the grade if appropriate and submit a narrative and/or support documentation for the decision.**

#### Step 1: Present concerns to the Faculty Member

The student should begin this appeals process by first presenting their concerns to the faculty member regarding their grade. Within 10 business days, written notification of the decision will be sent to the student, explaining the student's right to appeal to the Department Chair level. If dissatisfied with the discussion with the faculty member the student can initiate a grade appeal using the Student Grade Appeal Form.

#### Step 2: Department Chair Review

Within 20 business days, written notification of the decision will be sent to the student, explaining the student's right to appeal to the College/School Dean. The decision may be to either deny or grant the appeal and change the grade. The student may accept the denial decision that will halt the appeal process or request the appeal and all associated documentation to be forwarded to the Dean.

Note: Students must indicate their decision in writing on the Grade Appeal Form within 10 business days after the initial notification is received.

#### Step 3: College/School Dean

Within 20 business days, the Dean or their designee will review the appeal, all associated documentation, and available evidence to render a decision. The decision may be to either deny or grant the appeal and change the grade. Written notification of the decision will be sent to the student, explaining the student's right to appeal to the Office of the Provost and Vice President for Academic Affairs. The student may accept the denial decision that will halt the appeal process or request the appeal and all associated documentation to be forwarded to the Provost.

Note: Students must indicate their decision in writing on the Grade Appeal Form within 10 business days after the initial notification is received.

#### Step 4: Provost

The Provost or their designee shall submit the appeal to the chairperson of the Grade Appeals Subcommittee within 5 business days for a hearing and subsequent decision. All documentation forwarded to the Provost's Office should include all forms, documentation, and decision statements from the previous levels.

#### Step 4: Grade Appeals Subcommittee

The Grade Appeals Subcommittee will hold a hearing to review the appeal and all forwarded documentation. After the hearing, the Subcommittee chairperson will submit their written conclusion and recommendations to the Provost or designee within 10 business days (For example, change of grade or further judicial sanctions.). An official letter indicating the decision of the Grade Appeals Subcommittee will be mailed to the student's address on file.

Final authority for all student appeals rests with the president of the institution (See Section 4.7.1 Student Appeals, BOR Manual.).