

College of Environment + Design Academic Appeal Policy

CED Students have the right to appeal academic decisions, including grade appeals as described below. For information about all other academic appeals, please refer to the following websites:

For undergraduate students: <https://honesty.uga.edu/Student-Appeals/Process/>

For graduate students: <https://grad.uga.edu/index.php/current-students/policies-procedures/academics/appeals/>

CED Academic Grade Appeal Policy

Students can only appeal final course grades. Grade appeals must be initiated within one calendar year from the end of the term in which the grade was recorded. Grade appeals begin with the professor of record. If the student is dissatisfied with the decision and wants to appeal further, he or she must progress to successive levels of the appeal process, as described below. Each successive level requires the student to initiate; and a decision is rendered at each level.

Appeal Process for Undergraduate Students:

1. Professor of Record
2. CED Appeals Committee
3. CED Dean
4. Educational Affairs Committee

Appeal Process for Graduate Students:

1. Professor of Record
2. CED Appeals Committee
3. CED Dean
4. Graduate School

A primary criterion for a successful grade appeal is the demonstration (1) either that the grade was the result of factual error or (2) that it was influenced by improper or unprofessional bias on the part of the instructor. Other criteria will be considered on a case-by-case basis.

If the student receives a denial after appealing to the course instructor regarding a contested grade, the student may initiate further appeal through the successive levels by writing a letter of petition addressed to the appropriate CED Program Coordinator. An appeals letter template can be found here: <https://honesty.uga.edu/Student-Appeals/Appeal-Letter-Template/>. The letter should clearly state the grade which the student believes should be assigned to the course in question and why that grade is more appropriate than the one which was assigned. In the case of improper or unprofessional bias, the student should clearly state reason(s) for these allegations and provide documentation as appropriate.

Once the written appeal is received by the CED Program Coordinator, the Program Coordinator and Associate Dean of Academic Affairs, will convene an Appeals Committee consisting of three CED tenured faculty members to review the case materials. Every effort will be made to ensure a fair and impartial jury for each party, even if that entails adding faculty to the committee from other disciplines within the CED. The committee's inquiry and letter should focus primarily on the merit of the appeal. The Professor of Record who assigned the student's final grade will receive a copy of the student's letter of appeal. Both the student and Professor of Record will have the option to meet in person and discuss their case with the Appeals Committee.

After reviewing the case, the Appeals Committee's decision is issued in writing to the student, Professor of Record, Program Coordinator and Associate Dean of Academic Affairs no later than 5 business days from the date of the committee meeting. The committee's decision is advisory to the Professor of Record. The student may choose to pursue the appeal with the Dean's office for further consideration. Should the student choose to appeal beyond the CED Dean's office, he/she must follow the Educational Affairs Committee policy or the Graduate School policy, depending on the student's degree program.

Additional information regarding the grade appeal process can be found on the following websites:

<https://honesty.uga.edu/Student-Appeals/Process/>

<https://honesty.uga.edu/Student-Appeals/Grade-Appeals/>

<https://grad.uga.edu/index.php/current-students/policies-procedures/academics/appeals/>