



# UNIVERSITY OF GEORGIA

## College of Environment + Design Academic Appeal Policy

CED Students have the right to appeal academic decisions. 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 a negative decision and wants to appeal further, he or she must progress to successive levels of the appeal process.

### Appeals Process Undergraduate Students:

1. Professor of Record
2. CED Program Coordinator
3. CED Dean's office
4. Educational Affairs Committee

### Appeals Process for Graduate Students:

1. Professor of Record
2. CED Program Coordinator
3. CED Dean's office
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.

In the case of factual error, the written petition of the student to the CED Program Coordinator should clearly state the grade(s) which the student believes should be assigned to the individual work and/or 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 CED 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. 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 Appeal 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 and is passed onto the Dean's office for consideration and implementation. Should the student choose to appeal further than the CED Dean's office, he/she must follow Educational Affairs Committee policy or Graduate School policy depending on the case.

Additional information regarding the appeals process can be found on the UGA Office of Academic Honesty and Student Appeals website.