

Grade Appeal Request

Name: _____

Student ID: _____

Email Address: _____

Course _____
course name & # section # instructor semester, year

Brief justification for grade appeal request: _____

Desired outcome: _____

Signature _____ Date _____

Instructions. Please attach to this form a detailed narrative describing the justification for your request; this should open with a brief statement describing the problem and your desired solution. You should then develop a linear description of events and facts relevant to the case. The narrative should be written and organized well, and any relevant supporting materials (e.g., email chains with the instructor, course syllabus, selected test questions, etc.) should be attached with the critical elements highlighted. If the supporting documentation is complicated or lengthy, please paginate or index so that the relevant pieces can be referenced directly as needed in the narrative. Appeals that are poorly written, badly organized, or based on assertions rather than supporting documentation are unlikely to be successful. Submissions should be made via email directly to the Dean of Undergraduate Studies (Dr. Hamilton, ahamilton@uncg.edu); he will send notification of receipt of the appeal packet. That notification signals that the appeal process at the University level has officially begun.

Process. The narrative will be reviewed by the Dean of Undergraduate Studies. At his option, he may provide the documents to the relevant instructors or TAs, and may request from them a written rebuttal. At his discretion, the Dean may convene a small committee to review and advise on the appeal. Within class days of receipt of the appeal packet, the Associate Chair will rule on the case. The decision of the Dean of Undergraduate Studies is final and cannot be appealed.

Please note that grade appeals must demonstrate a violation of University, college/school, or department academic policies or procedures that can be shown to have affected that grade or evaluation. Because assigning a grade for evaluating a student's work performance involves the faculty's professional judgment and is an integral part of the faculty's teaching responsibilities, disagreement with an instructor concerning a grade or evaluation is not a justifiable grievance under UNCG policy unless a violation of University, college/school, or department academic policies or procedures can be shown to have affected that grade or evaluation. Also note that some appeals involve a review of all academic performance by the student in the class; in some cases, this can result in the reduction of a student grade.