

## UGA Biomedical Regulatory Sciences Department Grade Appeal Process & Procedure

University of Georgia students have the right to appeal academic decisions. The burden of proof for appeal rests with the student. The policies governing the process of appealing grades are covered in the Academic Affairs Policy Manual, General Academic Policy: Student Appeals (Section 4.05-01). All grade appeals must be initiated in writing to the instructor within one calendar year from the end of the term in which the grade was recorded. The process for appealing a grade in the Regulatory Affairs Department is as follows:

1. The student first appeals a grade to the instructor who assigned the grade. If the appeal is not resolved with the instructor, the student makes an appeal to the department as described below.
2. The student submits in writing to the Department Head a petition to change a grade. The petition should include:
  - a) Documentation of a good faith effort to resolve the matter in with instructor. Include appropriate correspondence with the instructor.
  - b) An explanation of the grade that the student believes should have been assigned and why that grade is more appropriate than the one that was assigned.
  - c) The student should include why he/she feels the grade was assigned incorrectly. The information should include evidence for supporting that conclusion, including reference to the course syllabus, any other graded class assignments, or other materials that might pertain to your case. The appeal letter should address questions like - *Were the criteria for the assignment explained clearly? Was the grading system that was used explained clearly? Were explanations provided for the low grade?*
  - d) As explained in the Academic Affairs Manual: "A primary criterion for a successful grade appeal is the demonstration that the grade was the result of a factual error or that it was influenced by improper or unprofessional bias on the part of the instructor."
  - e) Grade appeals, or chances to redo assignments, are not granted simply because a student did not understand the directions. As graduate students, it is the student's responsibility to contact the instructor for clarification of assignment directions if needed.
3. The Department Heads will appoint a three- or four-member faculty committee to collect evidence and to make a recommendation to the Department Head. This *ad hoc* committee may be composed of two or three faculty within the Regulatory Affairs Department and perhaps one additional faculty member outside the RA department, but within the College of Pharmacy. The committee process will include:
  - a) A review of the student's petition and any other related evidence that the committee deems necessary to understand the situation.
  - b) An opportunity for the student to meet with the committee.
  - c) An opportunity for the faculty member to meet with the committee.
4. The committee makes a written recommendation to the Department Head.
5. The Department Head will communicate the departmental response to the student and the instructor.
  - If the Department Head does not decide to change the grade, the student may appeal, in the following order, to the UGA Graduate School, and the Educational Affairs Committee of the University Council.
  - If the Department Head decides to the change the grade, the instructor will be given the opportunity to sign the grade change form. If the instructor chooses not to sign the form, the Department Head will sign for the instructor and send the form to the Registrar's Office.

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The full Academic Affairs Policy Manual, Student Appeals Process is located at <http://www.uga.edu/provost/polpro.htm>.