

Department of Lifelong Education, Administration, and Policy
Grade Appeal Policy and Procedure
(Approved by LEAP faculty on October 4, 2006)

University of Georgia students have the right to appeal academic decisions. The burden of proof for an 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 LEAP 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 Head a petition to change a grade. The petition should include:
 - Documentation of a good faith effort to resolve the matter with the instructor.
 - 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.
3. The Head appoints a three-member faculty committee to collect evidence and make a recommendation to the Head. This ad hoc committee would be composed of two members from the student's program area and one member from outside the program area. The committee process should include:
 - Review of the student's petition and any other related evidence that the committee deems necessary to understand the situation.
 - An opportunity for the student to meet with the committee.
 - An opportunity for the faculty member to meet with the committee.
4. The committee makes a written recommendation to the Head. 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."
5. The Head communicates the departmental response to the student and the instructor.
 - If the Head does not decide to change the grade, the student may appeal (in the following order) to the College of Education, the Graduate School, and the Educational Affairs Committee of the University Council.
 - If the Head decides to 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 Head will sign for the instructor and send the form to the Registrar's Office.