



## **GRADE APPEALS**

Students who have been assigned a grade for a course must follow Underwood's grade appeal process if they feel that the grade has been unfairly assigned:

1. Students have 2 calendar weeks (10 business days) from the date of final grade posting to file an appeal (these dates will vary from semester to semester and year to year, but are generally around the last week of April and the first week of December).
2. Students must complete a Grade Appeal Form (available on the UU website or from the Admissions Office), indicating why they feel the grade was unfairly assigned or mistakenly assigned. This form includes space for detailing the grievance. Students must also attach any documentation they feel is relevant to the appeal to this form.
3. The form and any additional documentation must be sent to the Office of Academic Affairs within the prescribed deadline (see 1, above).
4. The Director of Academic Affairs will contact the faculty member in question and obtain his or her position, and will then review the appeal, and decide if further proceedings are warranted. If the DAA believes that proceedings should continue, an ad hoc investigative committee will be convened, composed of disinterested faculty members, the DAA, and any other persons deemed appropriate by the Office of Academic Affairs. This committee will review the evidence presented by both student and instructor, and will render a decision as to the validity of the appeal within one week of its convening. The committee will advise the DAA and the instructor in question of its decision, and make recommendations to the DAA as to the possible adjustment of the grade (e.g. changing a minus grade to a plus grade; increasing the grade by a full letter grade or more, etc.).
5. If at any point in this process, the DAA or the committee decides that the appeal is invalid, the process will end, and the contested grade will stand. Such decisions are final and may not be appealed further.
6. The DAA will have final say in the ultimate adjustment of the grade. By participating in this process, the student agrees to be bound by the DAA's ultimate decision, and to perform any additional coursework, exam retakes, etc. that the DAA deems necessary.

**NAME:** \_\_\_\_\_ **STUDENT ID#:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_

**REASON FOR APPEAL (PLEASE BE AS DETAILED AS POSSIBLE):**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

**ATTACH EXTRA PAPER AS NECESSARY.**

# GRADE APPEAL INVESTIGATIVE COMMITTEE REPORT

DATE OF COMMITTEE MEETING: \_\_\_\_\_

GRADE APPEAL APPROVED:            YES \_\_\_\_\_            NO \_\_\_\_\_

REASONS FOR APPROVAL OR DENIAL (ATTACH ADDITIONAL PAPER AS NECESSARY):

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RECOMMENDATIONS FOR APPROVED APPEAL (ATTACH ADDITIONAL PAPER AS NECESSARY):

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## AFFIRMATION

We, the undersigned members of this *ad hoc* Investigative Committee, hereby affirm that we have reached a majority decision in the case of the student and the course noted above.

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POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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