

APPENDIX G

GRADE APPEAL PROCEDURE

The University of Montevallo respects the right and professional responsibility of faculty members to assign grades based on their professional judgment of student performance.

This procedure is designed to provide students at the University of Montevallo with clear instructions for appealing the assigned grade for an individual assignment (individual grade) or a course (final grade) and is valid for undergraduate, graduate, on-campus, on-line, degree-seeking, temporary, dual enrollment, and enrichment students.

This procedure does not apply to individual or final grades assigned as a result of an academic integrity incident. Instead, the student should follow the process outlined in the Academic Integrity Policy and procedure.

Procedure to appeal a grade

Students who believe that an assigned grade is unfair or incorrect should take the following steps:

1. The student must first confer with the faculty member involved to review their academic work and its assessment in an attempt to resolve issues informally.
2. If the student is not satisfied and wishes to continue the appeal, they will request a Grade Appeal Form from the chair of the department offering the course. This form must be completed and submitted to the department chair within 10 business days of the date the student is notified of the individual grade or within 20 business days of the posting of the final grade. The form must be submitted with an attached written statement of the rationale/basis for the appeal and any supporting materials such as graded work, assignment instructions, and/or course syllabus. The written appeal must state clearly the reason(s) for the appeal of the grade and the desired remedy.
3. The Department Chair will review the documents submitted by the student and will discuss the case with the faculty member who will be given a copy of the written appeal. Within five (5) business days of receiving the student's appeal, the Chair will contact the student to schedule an appointment. The Chair's decision will be rendered at the conclusion of the conference with the student or within five (5) business days after the meeting. Note this may be delayed if the University is closed or during a semester or summer break. If the Department Chair supports the student's appeal, the faculty member will be asked to reassess the student's grade.
4. If the Department Chair does not support the student's appeal or the Department Chair does support the student's appeal and the faculty member declines to change the student's grade, the student may appeal to the dean of the college offering the course. At the student's request, the Department Chair will send all materials to the college Dean, who, after discussion with the Chair and the faculty member, will schedule an appointment with the student. The Dean may or may not request that the Chair and faculty member attend the conference. The Dean will render a decision at the conclusion of the conference or within five (5) business days after the meeting. Note this may be delayed if the University is closed or during a semester or summer break. If the Dean supports the student's appeal, the faculty member will be asked to reassess the student's grade. The decision to change the grade will remain with the faculty member unless the Dean

has clear, convincing, and objective evidence that the grade has not been calculated according to criteria communicated to students by the instructor.

Other information

Business Day - A business day is any day the administrative offices of the college are open for business.

Timeliness - Every effort will be made to address complaints in a timely manner. However, students should be aware that action on complaints filed after the end of the semester or part of term, while the University is closed, or during a semester break may be delayed.

Every attempt will be made to resolve appeals by the end of the semester in which they are filed for individual grades or by the beginning of the next semester for final grade appeals

Relationship to the Academic Integrity Policy

If a student incurs an academic integrity violation and the student accepts the consequences (or the student's appeal, if any, is rejected), then any grade penalty resulting from said violation cannot be used as a basis for any future grade appeals. In this situation, only grades that are not related to the student's academic integrity violation are eligible for grade appeals. On the other hand, if a student's appeal of an academic integrity violation is accepted, then any grade that had been impacted by the consequences of the academic integrity violation is again eligible for grade appeals. Note that student appeals of academic integrity violations can only be made within the time limits stated in the Academic Integrity policy. Also, students must appeal an academic integrity violation in a course, and the appeal must be resolved in the student's favor, before the student may appeal any grades impacted by said violation. (See Academic Integrity Policy.)

*The form can be found [here](#).