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**Psychology Department’s Undergraduate Grade Appeal Handbook**

**For Students:**

**Step 1:** Go to <https://osas.franklin.uga.edu/grade-appeals> for information about Grade Appeals in the Franklin College.

**What are some criterion for a successful grade appeal?**

* Demonstration that the grade was calculated incorrectly, objectively speaking.
* Demonstration that the instructor broke their previously stated policies in the calculation of the grade for the student in question.
  + - Note: Instructors *are* allowed to amend elements of the syllabus if changes are deemed necessary so long as the new expectations are communicated clearly and in a timely manner.
* Evidence the grade was based on factors other than a fair assessment of the student’s academic performance.

**What are NOT grounds for successful grade appeals at the departmental level? Note: This is not an exhaustive list.**

* The instructor’s policies regarding make-up work.
* The instructor’s attendance policies.
* The instructor’s standards for assessment (e.g. tough grading, difficult test questions)
* The relative weight of assignments as they factor into the overall course grade

The student should keep in mind the following statement from the UGA General Academic Policy on Student Appeals…

*“Ordinarily, grades are assigned solely at the discretion of the instructor. A primary criterion for a successful grade appeal is the demonstration either 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.”*

**Step 2:** Students must first try to resolve the situation with the course instructor. If they are unsuccessful and wish to pursue the matter further, they should then reach out to the Undergraduate Coordinator (UC) for clarification and assistance at an informal level. At this point, either the student may decide to accept the initial grade, concluding they do not have grounds for a successful grade appeal or the UC may mediate a conversation between the student and instructor.

**Step 3**: Pursue a formal grade appeal. To pursue a formal appeal at the departmental level, the student should follow Franklin College procedure outlined here: [Section II. Appeals at the Department Level](https://osas.franklin.uga.edu/grade-appeals).

A petition must be submitted to the Department Head. The Department Head may assign the grade appeal to a committee for review. If so, both the student and the instructor must be given the opportunity to address the committee. Both the student and the instructor have the option of filing an appeal at the college level with the Academic Standards Committee if they are not satisfied with the results at the departmental level.

**Additional Student resources:**

* If the student grievance involves allegations of harassment or discrimination the student should make a complaint via the [UGA Complaints Portal](https://studentcomplaints.uga.edu/).
* Information about Hardship Withdrawals can be found here. [Withdrawals | Student Appeals | Home (uga.edu)](https://honesty.uga.edu/Student-Appeals/Hardship-Withdrawals/)
* For information about grade appeals at the college level as well as petitions of “Incomplete” grades, go here: [Grade Appeals | Student Appeals | Home (uga.edu)](https://honesty.uga.edu/Student-Appeals/Grade-Appeals/)

