

The process for grade appeals at the UGA can be found at <https://ovpi.uga.edu/student-opportunities-resources/student-resources/student-academic-appeals/appeal-process>. The College of Family and Consumer Sciences follows these guidelines and further delineate in the following table:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Undergraduate students	<ol style="list-style-type: none"> <li>1. Student writes a letter to the instructor including the information found at <a href="https://ovpi.uga.edu/student-opportunities-resources/student-resources/student-academic-appeals/appeal-process">https://ovpi.uga.edu/student-opportunities-resources/student-resources/student-academic-appeals/appeal-process</a></li> <li>2. The letter should state clearly the grade that the student believes should be assigned to the course in question and why that grade is more appropriate than the one that was assigned. The letter must refer to the section of the course syllabus that relates to the appeal. The student must include their name, UGA ID number, phone number, current mailing/postal address, and UGA email.</li> </ol>	Letter is submitted to the Instructor of the course by email or through the dept. office.	Instructor has 7 working days <sup>i</sup> to review the letter, meet with the student to discuss the appeal, and make a decision to support the appeal or not. If the discussion is favorable, then the appeal stops at this level.	If the instructor's ruling is unfavorable the student may then submit the letter to the Department Head; the department head has 7 working days to review the appeal, meet with the student, and talk with the instructor. <sup>ii</sup> In the meeting with the Department Head, the student should provide information not already included in the written appeal and support materials. The meeting with the department head may be audio recorded. If the Department Head is favorable to the appeal and the grade change is supported, then the appeal stops at this level.	If the Department Head's ruling is unfavorable and the student wants to appeal beyond the Department Head, then the student submits the letter of appeal to the Associate Dean for Academic Programs. The FACS Associate Dean has 7 working days in which to review the letter and talk with the faculty, Department Head and the student. If the ruling is favorable then the appeal stops at this level.	If the Associate Dean's ruling is unfavorable and if the student wishes to appeal beyond the FACS Associate Dean, then the student follows the instructions in UGA's policy to submit the letter to the Educational Affairs committee of UGA.
Grade appeal made by a	<b>See above</b>	See above	See above	See above	If the ruling is unfavorable the	

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graduate student					<p>student may then submit the letter to the Graduate School <a href="http://grad.uga.edu/index.php/current-students/policies-procedures/academic/s/appeals/">http://grad.uga.edu/index.php/current-students/policies-procedures/academic/s/appeals/</a>. Policies regarding appeals in the Graduate School may be obtained from the: Office of the Associate Dean, 210 S. Jackson St., Athens, GA 30602 or by phoning (706) 542-6394.</p>	
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<sup>i</sup> If at any time a decision can not be made within the 7 working days due to illness, travel to conferences, or other academic purpose the student will be notified.

<sup>ii</sup> If the Instructor wishes to appeal the Department Head or Associate Dean’s decision, the instructor has 7 working days to appeal to the Dean of the College of Family and Consumer Sciences, however, the student may continue his/her appeal to the next level. If the instructor appeals the Department Head’s decision within the 7 working day period, the Department Head will inform the student that the instructor has filed an appeal. In this case, the Dean will then make the final ruling on the appeal at the College level.