



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

ACADEMIC ADVISING PROGRAM IN  
THE  
COLLEGE of ARTS & SCIENCES  
AND THE GENERAL COLLEGE

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## Academic Appeals: Grade Appeals

### I. What is the policy on Grade Appeals?

You can find the policy on Grade Appeals in the *Undergraduate Bulletin*.

### II. How do I pursue a grade appeal?

Any student who wishes to appeal a course grade should first attempt to resolve this disagreement with the instructor concerned. The student may also consult the chair of the academic department that offers the class. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. Such appeal must be made **no later than the last day of classes of the succeeding fall or spring semester**.

For a grade change to be considered, it must be based upon one or more of the following grounds and upon allegation that the ground or grounds cited influenced the grade assignment to the student's detriment:

- Arithmetic or clerical error
- Arbitrariness, possibly including [discrimination or harassment](#) based on the race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression of the student
- Personal malice

### III. How do I submit a grade appeal?

- You should begin by composing a statement explaining the grounds for the appeal (see II above)
- Submit the statement, this form, and any and all relevant documentary support to Ann Oldham in 1010 Steele Building. Examples of materials that should be included are: the course syllabus, all graded work returned to the student, any communication with the instructor or others related to the case, and anything else that applies.

### IV. What is the review process?

Your grade appeal will be referred to the Associate Dean for the Academic Advising Program, who will take the case to the next meeting of the Administrative Board Appeals Committee.

- If the Committee does not find sufficient grounds to require a further review, you will be so notified by email.
- If the Committee does find sufficient reason to require a further review, it will refer your grade appeal and all materials to the academic department for a review by faculty from within and outside the department. The department chair will forward the findings back to the Administrative Board Appeals Committee for the final decision, and you will be notified by email.

**Please note that the Grade Appeal process may take several months to complete.**

\* \* \* \*

### **Submission Information and Agreements**

**If you would like to complete a Grade Appeal, complete this form and return it with your statements and all materials to Ann Oldham, 1010 Steele Building.**

#### **Student Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

PID \_\_\_\_\_ Classification (circle one): FY SO JR SR

Phone \_\_\_\_\_ UNC-Chapel Hill Email: \_\_\_\_\_

If you no longer have a UNC-CH email, provide a secure email address: \_\_\_\_\_

Course \_\_\_\_\_ Term \_\_\_\_\_

#### **Agreements**

**Please read and Initial next to each of the following statements:**

\_\_\_\_\_ I am submitting this before the last day of the semester following the completion of the course.

\_\_\_\_\_ I have met with the instructor and/or the department chair about this matter.

\_\_\_\_\_ I understand that a review of my grade appeal may take several months and that a decision will be emailed to my official university email address when it is available.

Signature \_\_\_\_\_ Date \_\_\_\_\_