

**COLLEGE OF ENGINEERING  
THE UNIVERSITY OF GEORGIA**

**UNDERGRADUATE STUDENT APPEALS POLICY AND PROCEDURES**

The College of Engineering assures all students the right to due process in the appeal of any academic evaluation (e.g., course grade) or other academic decision. The Student Appeals Policy and Procedures set forth in this document apply to all students enrolled in classes or programs in the College of Engineering (CENGR) at the University of Georgia. The design of the appeals process offers an impartial review of a grading or other academic decision that is alleged to be capricious, arbitrary or discriminatory. This appeals policy does not apply to petitions for a waiver of established policies or procedures related to the requirements of engineering curricula. All students may obtain assistance in interpretation of appeals policies and procedures in the CENGR Office of Academic Programs.

**PROCEDURE:**

**Step 1.** The appeals procedure must be initiated by the undergraduate student but only after the student has made every effort to resolve the complaint with the instructor associated with the complaint. The student should initiate an informal process for resolving the complaint as soon as the complaint arises. If the complaint involves someone (e.g. teaching assistant) other than the instructor, then that person should be involved at the initiation of the appeal procedure. The student should meet, in person, with the instructor and others involved in the complaint. Review by the instructor and others involved in the complaint should be documented in writing.

**Step 2.** If informal discussions with the instructor and/or others involved in the complaint fail to reach a resolution that is satisfactory to the student, the student may seek a resolution with the College of Engineering Director for Academic Affairs (Director) no later than five (5) working days after the review by the instructor. The request for a review by the Director should be made in writing by the student. This written appeal must include the following

- A statement of the complaint, including specific details regarding events and/or actions leading to the appeal. The statement must include evidence to support the student's allegations of capricious, arbitrary and/or discriminatory actions on the part of the instructor or others involved in the complaint,
- A statement of the rectifying action being sought,
- A description of the steps already taken to resolve the complaint, and
- Reasons for the dissatisfaction with the decisions made in steps taken in the appeals procedure.

The Director will review the student's written appeal and may request further documentation from the student and instructor. At the discretion of the Director, the Director may request a

meeting with all parties involved in the complaint. The Director will render a decision in writing within 10 (ten) days of receiving the written appeal from the student.

The Director will conduct the review of the complaint only after step 1 has been completed.

**Step 3.** If the student is dissatisfied with the decision of the College of Engineering Director for Academic Affairs (Director), the student has the right to appeal the decision to the University of Georgia Education Affairs Committee (EAC) within ten (10) working days of the response from the Director. The procedure for appealing to the EAC is found at <http://ovpi.uga.edu/eac/eacugrad.htm>