Fall 2020 Calendar for Undergraduate Grade Appeals

Step 1

Students must meet with the instructor as outlined in step 1 no later than Friday, September 4, 2020.

Step 2

The faculty conciliator attempts to facilitate an amicable solution to the matter and does not serve as an advocate for either the student or the instructor.

If a student initiates a grade appeal by meeting with the instructor no later than Friday, September 4, 2020 and the issue is not resolved, then the student must seek the assistance of the faculty conciliator no later than Monday, September 21, 2020.

“Seeking assistance” of the faculty conciliator includes meeting with the conciliator. Grade appeals reported to the faculty conciliator after Monday, September 21, 2020 will not be considered.

Steps 3 and 4

The meeting with student, instructor, conciliator and department chair or Provost/designee must occur no later than Monday, September 28, 2020.

If the student appeals:

Students must submit their written appeal (including all substantiating information/documentation to be considered by the Conduct Hearing Board as outlined in step 4) to the conciliator no later than Tuesday, October 13, 2020. The conciliator will forward this information to the chair of the CHB no later than Friday, October 16, 2020.

• NOTE: Students should get copies of old exams and similar materials from the instructor during the conciliator process and then submit them along with other substantiating evidence as part of the written appeal.

Steps 5 and 6

CHB meeting dates TBD (Oct./Nov. 2020)

https://www.uncp.edu/resources/academic-affairs/undergraduate-grade-appeal-process