**Spring 2021 Calendar for Undergraduate Grade Appeals**

**Step 1**  
Students must meet with the instructor as outlined in step 1 no later than Wednesday, March 3, 2021.

**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 Wednesday, March 3, 2021 and the issue is not resolved, then the student must seek the assistance of the faculty conciliator no later than Friday, March 19, 2021.

“Seeking assistance” of the faculty conciliator includes meeting with the conciliator. Grade appeals reported to the faculty conciliator after Friday, March 19, 2021 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 Friday, March 26, 2021.

**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 Monday, April 12, 2021. The conciliator will forward this information to the chair of the CHB no later than Wednesday, April 14, 2021.

- 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 (April/May 2021)

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