

## SBPA GRADE APPEAL POLICY

*FOR THOSE GRADUATING IN THE SEMESTER OF THE APPEALS SUCH AS MAY, AUGUST AND DECEMBER GRADUATES, THE TIMELINE WOULD BE 24 HOURS, EXCLUDING WEEKEND, FROM RECEIVING THE GRADE AND 24 HOURS FOR EVERY STAGE THEREAFTER.*

### Step 5

Within 30 business days, the Grievance Committee will render the final decision to the student. THE STUDENT CANNOT APPEAL BEYOND SBPA.

### Step 4

If student wishes to appeal the decision made in step 3, within 15 business days of receiving the of the decision in writing, submit to SBPA Grievance Committee, [sbpagrievances@udc.edu](mailto:sbpagrievances@udc.edu). Syllabus, ALL class assessments results and the evidence of prior decisions that were sent in writing from steps 2 and 3, and any other evidence

### Step 3

If student has evidence that the professor's information is incorrect, then within 15 business days, appeal to the Dep't Chair, (the Dean if the Chair is the professor) who then within 15 days conferences with the student to provide resolution and confirms it in writing.

### Step 2

Within 15 business days, the professor conferences with student and provides grades' explanation and calculation using the same rubrics aligned in syllabus and confirms it

### Step 1

Student disputes grade in writing to professor (or the chairperson if professor is no longer at UDC) within 1 semester.

For spring grades-Nov 15 deadline

For fall grades – March 15 deadline