



Center for Academic Advising & Success (CAAS)

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A Change of Grade Request must be clearly substantiated by evidence such as course records, students' graded papers, and the scheme for the grade calculations. These should show that errors such as summation, averaging or percentage calculation of grade were, in fact, committed.

Appealing a grade is a very serious matter! Be sure to handle this issue promptly and with all due diligence.



**ATLANTA
METROPOLITAN
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GRADE APPEALS

**ATLANTA
METROPOLITAN
STATE COLLEGE**

A Unit of the University System of Georgia

How do I appeal my grade?!

If a student believes that he or she has been assigned a grade in error, the student has the right to appeal the grade. The appeal process must be initiated within one semester (fall, spring, summer) immediately following the semester in which the grade was assigned. Students must take the following steps outlined in this brochure.



All information contained within this brochure reflect the information outlined in the Atlanta Metropolitan State College Catalogue which can be found online at:

<http://www.atlm.edu/about-amc/college-catalog.aspx>

Step 1)

Within the first semester immediately following the assignment of a final grade, the student who wishes to appeal the grade must meet with the instructor. At this meeting, the student and instructor must make every effort to resolve the disagreement and arrive at a mutual consensus. **Note:** If the instructor is not on campus, the appropriate Division Dean for the course will contact the instructor.

Step 2)

If, after Step 1, a student wishes to further pursue a change of grade, the student must first make a written appeal to the appropriate Division Dean within twenty working days of the meeting with the instructor. Supporting documentation should be attached.

Step 3)

The Dean may meet with the student and instructor individually or jointly to review the student's appeal and to review any materials needed to form an objective decision and discuss options for resolution.

Step 4)

The Dean will make & submit a decision in writing to the faculty member and student within ten working days.



Step 5)

If the student wishes to further appeal the decision of the Division Dean, he or she may seek redress from the Vice President for Academic Affairs (VPAA). The VPAA will review the student's original written appeal, supporting documentation and the decision of the Division Dean before rendering a decision.

Step 6)

The Vice President of Academic Affairs will provide a written decision to the student within ten days.

Step 7)

If, after Step 6, the student still wishes to appeal his or her grade, the student has ten working days in which to make a written appeal to the President. The judgment of the President will be considered the final binding decision of the matter.