



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Instructions for Undergraduate Grade Appeals in the College of Arts & Sciences

Undergraduate grade appeals at the College level are handled by Dr. Charles Collins, Interim Associate Dean for Academic Programs. The grade appeal process is described in detail in the *Hilltopics* student handbook, and students should review this process before initiating a grade appeal at the college level. In particular, students should note that college-level grade appeals are permitted only after a student discusses her or his grade both with the course instructor and with the appropriate department head, school director, or interdisciplinary program chair. *Hilltopics* can be found online at <http://dos.utk.edu/files/Hilltopics2015-16.pdf>

Appeals at the College level should be submitted by e-mail to Dr. Collins at collins@utk.edu subject of the e-mail message should be formatted as follows:

Grade appeal / [course number] / [semester] / [instructor]

This is an example of a properly formatted subject line:

Grade appeal / PHYS 110 / Spring 2013 / Dr. Einstein

Grade appeals should include the following:

- (1) An explanation of the circumstances that cause the student to appeal her or his grade.
- (2) A clear identification of the grounds that justify the appeal. *Hilltopics* lists four grounds for appealing a final course grade. An appeal at the College level must therefore identify which one or more of these grounds apply.
- (3) A PDF document that contains any appeal-related correspondence with the course instructor and with the department head, school director, or interdisciplinary program chair. This PDF document should be attached to the appeal e-mail.
- (4) A PDF copy of the course syllabus if the appellant believes that the syllabus contains relevant information.

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