



Final Grade Appeal Process for Undergraduate Courses

Approved by the Department of Chemistry 11/14/2023

This document is intended to outline the process a student should follow if they believe their grade to “be either incorrect or inequitable when compared to the standard grading policy in the syllabus for all students taking the same course.”¹ Before beginning this process at the Department level, it is expected that the student will attempt to settle the dispute at the course level. Depending on the course and work in question, this may involve talking with TAs, Lab Directors, Lead Instructors, and/or Course Coordinators.

If a student still believes they have been graded unfairly, they should contact both the Associate Chair for the Undergraduate Program and the Undergraduate Chemistry Director ([contact information can be found here](#)). In the appeal, the student should include information on the class, instructor, copy of the course syllabus showing grading guidelines, grade received, date and conclusion of meeting with instructor, the specific reason(s) for appealing the grade, and email address and telephone number where they can be reached for follow-up.

The Associate Chair for the Undergraduate Program and the Undergraduate Chemistry Director will decide which one will handle the appeal. This person will then meet separately with the instructor and the student to gather information. After meeting with both sides, they will then decide if:

1. A grading error has been made and the instructor needs to review the grading in question (note that the Associate Chair for the Undergraduate Program and the Undergraduate Chemistry Director will not change a grade themselves);

Or

2. The grading is consistent with standard grading policy for the course and no change is warranted.

This decision will then be communicated to both the student and the instructor. As per [L&S policy](#), if the grade appeal to the department is unsuccessful and the student still thinks they were graded unfairly, they may send a formal written appeal to the L&S Associate Dean for Teaching & Learning Administration (TLA) at teach.learn@ls.wisc.edu. The decision of the Associate Dean is final.

¹ <https://kb.wisc.edu/ls/ls-grade-appeal>