

HUGH HODGSON SCHOOL OF MUSIC STUDENT APPEALS

University of Georgia students have the right to appeal academic decisions. Contact your academic advisor or the Associate Director for Academic Programs in the Hodgson School of Music, Dr. Martha Thomas (mlthomas@uga.edu, Room 324B, 706-542-2232), if you are unsure where your appeal should start. Please see the Franklin College webpages devoted to guidelines for student appeals.

FROM THE FRANKLIN COLLEGE OF ARTS AND SCIENCES WEBSITE

“Usually the appeal goes first to the unit responsible for the decision (for example, grades to the faculty members who assigned the grades; department requirements to the department; college or school requirements to the school; university requirements to the Educational Affairs Committee).

An unfavorable ruling at one level can be appealed to the successive levels (viz., a faculty decision can be appealed to the department; a department ruling can be appealed to the college in which the instructional unit is located; a college-level ruling can be appealed to the Educational Affairs Committee; the Educational Affairs Committee ruling can be appealed to the President of the University; and, except for grade appeals, the President's ruling can be appealed to the Board of Regents).

All grade appeals must be initiated within one calendar year from the end of the term in which the grade was recorded.”

http://www.franklin.uga.edu/students/student_appeal_guidelines.php

FOR APPEALS THAT BEGIN IN THE HODGSON SCHOOL OF MUSIC

APPEAL AT THE FACULTY LEVEL:

The student must first appeal directly to the faculty member assigned to the course in question. The student should submit the request via email to the faculty member assigned to the course. The faculty member will need to respond to the student's request in writing.

Result:

The faculty member can choose to uphold the initial decision/grade or to change the decision/grade. If the faculty member denies the appeal, then the appeal advances to the departmental level.

APPEAL AT THE DEPARTMENTAL LEVEL:

Appeals at the departmental level are addressed to the Associate Director for Academic Programs within the Hodgson School of Music, Dr. Martha Thomas (mlthomas@uga.edu, Room 324B, 706-542-2232). Send an email to Dr. Thomas detailing the appeal request. The student must include the denial from the faculty member assigned to the course in question, and also the syllabus/grading policy for the semester of the course in question. Dr. Thomas may choose to contact the student or the faculty member for more information, should that be necessary.

Result: The Associate Director for Academic Programs can choose to uphold the initial decision/grade or to change the decision/grade. If the Associate Director for Academic Programs denies the student appeal, then the appeal advances to the college level.

APPEAL AT THE COLLEGE LEVEL:

The next level of appeal goes to the Academic Standards Committee at the Franklin College. If you are filing an appeal at the College level, please read the following information carefully and consult this website: <http://www.franklin.uga.edu/students/asc.php>

Note that you must first contact Candee Bradbury (300 Old College; candee@uga.edu) and request the Academic Standards Committee cover sheet.

Instructions for Appeal to Franklin College, per Academic Standards Committee webpage:

- A petition should present the facts of the case clearly and concisely. You are acting as your own advocate and will make a better impression if your petition is well thought out and well written. Each petition should have as its first page the **Academic Standards Committee cover sheet** available offline from Candee Bradbury (300 Old College; candee@uga.edu).
- If you are appealing a departmental decision (for instance, a grade), provide documentation to show that you have failed to resolve the problem at the departmental level. This documentation usually means a letter from the department head informing you of the decision.
- If you are basing your appeal on a learning or physical disability, you should provide documentation and a letter of support from the **Disability Resource Center**.
- Provide documentation from instructors or others within the College. For example, if you ask for substitution of a course, obtain a letter of support from an instructor who usually teaches the course. Provide a catalog description and syllabus for the course you are questioning. If relevant, obtain a letter from your academic advisor.
- Do not clutter the petition with irrelevant issues. While the Committee is concerned about such issues as personal problems or financial hardship, its central focus will be maintaining academic standards within the College.
- Although the Committee is sensitive to confusion about graduation requirements, in the end it is your obligation to know and understand these requirements. The Committee will make exceptions only when they are consistent with the educational goals of the College.

Without adequate documentation and support, your petition is not likely to succeed.

Your letter and supporting documentation should present clearly and concisely the facts of your case-the committee will use these materials to reach a decision. The Dean's Office will inform you by mail of the committee's decision. If you are dissatisfied with the decision, you may appeal to the Educational Affairs Committee of the University Council, Office of the Vice President for Instruction, 114 New College (appeals@uga.edu).

APPEAL AT THE UNIVERSITY LEVEL:

If you are dissatisfied with the decision from the College, you may appeal to the Educational Affairs Committee of the University Council, Office of the Vice President for Instruction, 114 New College (appeals@uga.edu).