

Department of German Studies  
Emory College of Arts and Sciences  
Policy for grade appeals

Typically grade disputes or re-grade requests are only appropriate and effective when students can demonstrate that an inappropriate grade was assigned as a result of conditions such as a mechanical grading error, a math error (e.g., adding total points on an exam), an assignment of a grade inconsistent with those assigned other students, or grading inconsistent with a predefined grading rubric.

Students who wish to dispute a grade in a course or on a particular assignment should first try discussing the issue with the instructor of record. Students are urged to submit their request in writing directly to the course instructor. Students must submit re-grade requests within 14 days of receiving the graded assignment or course grade.

If a student wishes to appeal the instructor's decision on a re-grade request, the student can submit an appeal in writing to the Director of Undergraduate Studies. The re-grade appeal must be submitted to the DUS within 14 days of receiving the instructor's response. The appeal should outline the reasons for the re- grade request. The DUS in consultation with the Chair will review the regrade request and issue a ruling within four weeks of receiving the request. In cases where the re-grade request concerns a course that the DUS is directly involved in teaching, the re-grade appeal should be submitted to the Department Chairperson.

If a student has questions or concerns about a grade in a course taken abroad at a local institution, the student must contact the instructor and/or the institution directly. Emory University accepts credits and grades from approved study abroad programs, but Emory representatives cannot change other institutions' transcripts.