

Academic Grading Appeals Procedures

Subject to School of Dentistry Approval

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Approved by	Associate Dean for Education & Student Affairs

UCSF School of Dentistry Academic Grading Appeals Procedures

Purpose

UCSF School of Dentistry expects all students to adhere to the academic standards as set forth by the faculty, school and institution as listed in the UCSF Senate Regulations, <https://senate.ucsf.edu/regulations>, and School of Dentistry by-laws and regulations <https://senate.ucsf.edu/appendix-III>.

The School of Dentistry has specific written procedures to ensure due process and the protection of the rights of students. Academic rights and procedures are detailed in Section 7 of the [Regulations of the Faculty of the School of Dentistry, UCSF](#) as well as the Academic Senate bylaws [Appendix 7. Divisional Procedure for Student Grievance in Academic Affairs](#).

Definition

Students may seek clarification or appeal a grade as outlined in the [Regulations of the Faculty of the School of Dentistry](#). If a student disputes a grade (assignment, exam, test case, or final grade) the student may seek clarification from the course director in writing within three weeks of the posting of the grade. With respect to potential academic dismissals, please see the [Appendix VII Divisional Procedure for Student Grievance in Academic Affairs](#).

Implementation

Request for grade clarification (in course assessments):

- A student is responsible for reviewing the requirements to receive a passing grade as outlined in the course syllabus prior to contacting the course director. Further clarification can be requested in writing by the student to the course director within three weeks of the grade posting.
- Course directors are required to respond in writing to the request with any additional explanation aside from the posted requirements on the course syllabus within two weeks of receipt of the student request.
- If it is determined by the course director that there has been an administrative error to an assessment grade, they will request the grade to be changed with the Learner Success Center coordinator in writing.

Request for grade clarification (final grade on transcript):

- A student is responsible for reviewing the requirements to receive a passing grade as outlined in the course syllabus prior to contacting the course director. Further clarification can be requested in writing by the student to the course director.
- Course directors are required to respond in writing to the request with any additional explanation aside from the posted requirements on the course syllabus within two weeks of receipt of the student request.
- If it is determined by the course director that a final grade recorded on the student's transcript is incorrect due to an administrative error, the course director must email the Director of Student Affairs with the following:
Student name, student ID, course number, quarter grade was recorded, incorrect grade, correct grade to be recorded and reason for the error.
- The Director of Student Affairs will initiate the administrative grade change request with the registrar's office.
- All administrative grade changes require the approval of the Associate Dean for Education and Student Affairs.

Appeal

An appeal may be made only if the complaint is on the grounds of alleged discrimination, including harassment and retaliation, on the basis of a protected category* and [a complaint](#) may be filed with the [Office for the Prevention of Harassment and Discrimination \(OPHD\)](#).

The complaint may include but is not limited to the following:

- Discrimination by the application of non-academic criteria such as the considerations of race, politics, religion, sex, or other criteria not directly reflective of performance related to course requirements.
- Infringement of academic freedom (UCSF Committee on Academic Freedom [FAQ](#)).
- Sexual Harassment
- Improper academic procedures that unfairly affect a student's grade. Proper academic procedures imply that within a course, equivalent answers receive equivalent grades and that the evaluation is based on how well the student's performance addresses the course specific requirements.

OPHD will assist with informal resolution and/or provide information regarding options, including early resolution, formal investigation and grievances according to [UCSF General Complaint and Resolution Procedures](#) or [Sexual Violence and Sexual Harassment Policies and Procedures](#).

*Protected categories include race, color, national origin, religion, sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services, including protected veterans.