

Undergraduate Program in Accounting: Grade Appeal Systems

The purpose of the grade appeal system is to provide students with the opportunity to appeal a semester grade under certain circumstances. Students could submit an appeal only when there is strong evidence of violation of the grading system stated in the syllabus or a discrimination in the grade assignments. The following is the procedure of the grade appeal systems:

- A. The responsibility for assigning grades rests with the lecturer of the course and the grade is final, except for unusual circumstances.
- B. A student who has strong evidence that he or she has been assigned a grade unfairly may challenge the reduction of the grade.
- C. When a student makes a grade appeal, the burden of proof is on the student. An appeal without evidence cannot proceed.
- D. If a student receives a failing grade because he or she conducts academic dishonesty, the lecturer must support the allegation with evidence or a written statement prepared by witnesses.
- E. A student may submit a grade appeal through the following steps:
 1. A student should make the appeal within 30 days after the lecturer makes the grade available. In the first step, the student contacts and discuss with the lecturer in question to resolve the grade issue and reconcile the difference. Students have the right to see all his works (e.g. exams, quizzes, homework) during the appeal process. Students should document all attempts to contact the lecturer. When the lecturer is not available, the student should show the documented attempts to contact the lecturer to the Department Chair.
 2. When the student and the lecturer cannot resolve the grade issue within the 30-day period, the student may continue the appeal process by submitting a written statement to the Chair of the Department. The student must submit the statement within 10 days after the last attempt to resolve the issue with the lecturer. The statement must include the description of the issue, the attempts to resolve the issue with the lecturer, and the evidence to support the appeal.
 3. The Department in a period of 15 days will establish a screening committee consisting of three students with no conflict of interest. The three students might be the officers of Imagama (Gadjah Mada Accounting Students Association). The screening committee will write a statement suggesting whether the appeal is supported with valid evidence to proceed. If the screening committee concludes that the appeal is not supported by adequate evidence, the appeal process stops.
 4. If the screening committee states that the appeal is valid, the Department Chair will set up a grade appeal committee consisting of three faculty members and the three members of the screening committee within 15 days. Within 15 days after its establishment, the grade appeal committee will determine whether or not they should uphold the grade assigned by the lecturer. The decision by the grade appeal committee is final and binding.