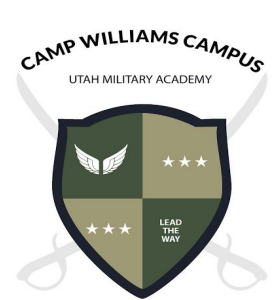




Utah Military Academy
Hill Field Campus - Riverdale, UT
Camp Williams Campus - Lehi, UT



Utah Military Academy has adopted a more specific grade change policy recently. We wanted to make you aware of all the procedures and options available to you at this time as well.

Grade Change policy:

Grade Appeals

1.1 Grade appeals before the end of a term will be handled by the teacher in accordance with their classroom procedures and grading policies. Cadets have until the day before the term ends to make their appeals to teachers within the classroom.

1.2 Grade appeals after the end of the term, whether requested by cadet, parent, or staff, must complete the [grade change request form](#). Teachers may only make requests due to clerical errors. All other requests for grade changes must originate with the cadet. All parties (cadet, teacher, and admin) must sign off on the form. Cadets have 1 week from the end of the term to make an appeal to the classroom teacher. Grade changes must be submitted within 2 weeks of the end of the term. If a teacher does not approve a grade change request, the next step to appeal is to bring the failed teacher appeal to the counseling department, who will convene a committee composed of teachers from the content area from both UMA campuses. The committee will re-evaluate the cadet's assignments and assessments in question (blind to the cadet's and teacher's name). If the committee agrees with the teacher's grading, the appeals process is exhausted and the grade stands. However, if the committee discovers inappropriate or unfair treatment of the cadet, an arbitration will take place between the committee, teacher, and cadet. If no agreement is reached, an equivalent assessment/assignment will be given and graded by the committee. That grade will then be the final grade, regardless of whether it is higher or lower than the initial disputed grade.

1.3 Grade changes after the term will be tracked by the counseling department.

Grade Replacement

1.1 In accordance with Utah Rule [R277-717](#), Utah Military Academy offers cadets an opportunity to replace grades in courses by retaking an equivalent or comparable course.

1.2 In order to take a course for grade replacement, cadets must first complete a [Course Forgiveness form](#) in order to be considered for grade replacement. This form MUST be completed prior to beginning the course, or no grade change will be made. Counselors will determine if courses meet the criteria of a "comparable course." Credit Recovery does not count as a comparable course. All courses must be original credit courses, although some may be taken through various media, including but not limited to: on campus with a teacher, or online through a provider, such as SEATS or edgenuity.

1.3 Upon completion of the comparable course, the cadet will make an appointment with the counselor to review the contract and present the transcript/evidence bearing the new grade for the cadet. At this time, provided all requirements were met and the new grade is higher, the counselor will input the course grade into the transcript, and remove the lower grade. At this time all parties will sign the contract marking it as complete, and it will be stored in the cadet's file along with the evidence of the course completion.