



UNDERGRADUATE STUDENT GRADE GRIEVANCE FORM

Procedures

It is the obligation of the student to first make a serious effort to resolve the grade dispute with the student's instructor. The instructor has primary responsibility for assigning grades, and his or her judgment is final unless there is evidence of **discrimination, differential treatment or procedural irregularities**.

If the student has attempted to resolve the issue with the instructor without success, and there is evidence of **discrimination, differential treatment, or procedural irregularities**, the process below is followed.

- The student completes both sides of this form and submits it to the Assistant Dean together with any necessary supporting materials. Only materials **relevant to the student's performance in the course** should be submitted.
- The Assistant Dean forwards all materials to the appropriate Program Director, requesting that the corresponding Departmental Academic Standards and Grievance Committee be convened.
- The committee reviews all materials and renders a decision whether any/some/all of **the grade grievance criteria of discrimination, differential treatment or procedural irregularities** were met. The committee then notifies the student and faculty member of its decision via email, **requesting that each party respond via email within 7 working days** whether or not they agree with the decision. If both parties agree with the committee's decision or one/both of the parties fail to respond within 7 working days, the matter is considered resolved and no appeals can be made.
- If the student or faculty member does not agree with the committee's decision and wants to file an appeal, the student or faculty member sends an email to the Assistant Dean, stating precisely why she/he does not agree with the committee's decision.
- The Assistant Dean reviews all documents **relevant to the grade grievance criteria of discrimination, differential treatment or procedural irregularities** and renders a decision, either upholding or reversing the committee's decision. This decision is then sent by the Assistant Dean to the committee, student and faculty member.
- **The Assistant Dean's decision is final and is not subject to any further appeal.**

Student Information
(Please type or print legibly.)

Student Name _____ Student ID# _____

Student Signature _____ Date _____

Grievance Information

1. Instructor's name _____ Course prefix and number _____
2. Section number _____ Semester _____ Year _____ Grade received _____

The signature of your instructor is required below, testifying that you and the instructor attempted to resolve the grade dispute without success. The attempt can be a face-to-face meeting, virtual meeting, or email correspondence. This form may be scanned and sent to an instructor for signature.

Instructor's Signature: _____ Date: _____

3. What specific action did you request of your instructor?

4. What was the outcome of the request?

5. State specifically what action you are **now** requesting.

6. Indicate the basis of your grade grievance by checking one or more of the following criteria:

Discrimination _____

Differential treatment _____

Procedural irregularity _____

Please provide the evidence that you have to support your grade grievance **based on the above criteria**, submitting all additional materials with this form.