

**University of Texas at Arlington
Department of Art and Art History**

Student Academic Grievance Form for Grade Appeal

Policy

The procedure for pursuing grade grievances is described in the undergraduate catalog (<https://catalog.uta.edu/academicregulations/grades/#undergraduatetext>) and graduate catalog (<https://catalog.uta.edu/academicregulations/grades/#graduatetext>). According to the undergraduate guidelines: “In attempting to resolve any student grievances regarding grades, it is the student’s obligation first to make a serious effort to resolve the matter with the individual with whom the grievance originated. Individual course instructors retain primary responsibility for assigning grades. The instructor’s judgment is final unless compelling evidence shows preferential treatment or procedural irregularities. If students wish to appeal, their request must be submitted in writing—on an appeal form available in departmental or program offices—to the department chair or program director. The student has **one calendar year** from the date the grade is assigned to initiate the grievance. The normal academic channels are department chair or program director and then academic dean. However, before considering a grievance, the department chair or program director will refer the issue to a departmental or program committee of faculty. If the student does not find the committee’s decision acceptable, the student may appeal to the academic dean. The decision of the dean is final. Information specific to the procedures to be followed in each academic unit is available in the office of the academic dean.”

Procedures

(Note: For consideration, follow the procedures as outlined.)

1. **Before making an appeal of a grade**, you must have attempted to resolve your complaint with the instructor who issued the grade.
2. If you wish to appeal a grade, **complete both pages** of the “Student Academic Grievance Form for Grade Appeal” (use additional sheets of paper if necessary, with your name on each additional page). Your grievance will be reviewed on the basis of the paperwork that you submit (i.e. this form and any supporting materials you may wish to submit with this form). Therefore, be thorough in your documentation. Return the completed form to the Art and Art History Department.
3. Before considering a grievance, the department chair will refer the issue to a **departmental committee** comprised of faculty and/or staff.
4. If the committee cannot reach a decision acceptable to the parties involved, the department chair will issue a decision on the grievance.
5. If you are dissatisfied with the committee’s or department chair’s decision, you may appeal the case to the Dean of the College of Liberal Arts.

**University of Texas at Arlington
Department of Art and Art History**

Student Academic Grievance Form for Grade Appeal

Student Information

(Please type or print legibly)

Date: _____

Student I.D. #: _____

Degree/Major : BA Art History BA Studio Art BFA MFA

BFA/MFA (*list concentration*) _____

Student's Name : _____

Permanent Address:

Street : _____

City : _____ State: _____ Zip: _____

Mailing Address:

Street : _____

City : _____ State: _____ Zip: _____

Telephone:

(H) _____

(W) _____

Cell _____

Student Email: _____

**University of Texas at Arlington
Department of Art and Art History**

Student Academic Grievance Form for Grade Appeal

Grievance Information

(Please type or print legibly)

Student's Name : _____

1. Have you attempted to resolve this dispute with your instructor? Yes No
(If you answered NO to the above question, please return to your instructor and try to resolve this dispute. The appeal cannot proceed until you have done this.)

2. Instructor's name: _____

3. Please provide the course prefix (e.g. ART), number, section number, title, and semester in which the course was completed:

Course Subject	Course Number	Section Number	Course Title	Semester Taken

4. If you answered YES to question 1, what specific action did you request?

5. What was the outcome of the above request?

6. State specifically the grade you are appealing and the action you want to have taken.

7. Explain the basis for your appeal, citing factors other than disagreement with the judgment of the instructor. You may attach supplementary materials if relevant.

Student's Signature : _____ Date _____