

University of Texas at Arlington
Department of Art and Art History
Student Complaints/Grievance Procedures
(Non-Grade)

Policy

The procedure for pursuing **NON-GRADE** grievances is described in the undergraduate catalog (<http://catalog.uta.edu/academicregulations/security/>). According to the undergraduate guidelines: “In attempting to resolve a complaint, the student must first make a serious effort to resolve the matter with the individual with whom the grievance originated. Complaints involving academic matters other than grades can be filed with the academic department chair then appealed to the dean. If the complaint originates within a school/college or an academic department, then a student should contact the school/college or academic department for instructions and complaint/appeal filing requirements.”

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 with whom the complaint/grievance originated.
2. If you wish to submit a grievance, complete both pages of the “Student Complaint/Grievance Form” (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. The Department Chair will review your request, and an appointment will be set up to meet with you to discuss this issue.
4. After review of all information from the appointment, the Department Chair will contact the instructor with whom the grievance originated to discuss the issues.
5. If you are dissatisfied with the Department Chair’s decision, you may appeal the case to the Art and Art History Department Grievance Committee.
6. If still unsatisfied with the Department Grievance Committee’s decision, you may appeal the case to the Dean of the College of Liberal Arts.

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Student Information

(Please type or print legibly)

Date: _____

Student's Name : _____

Student I.D. #: _____

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

BA Studio/BFA/MFA (*list concentration*) _____

Permanent/Mailing Address:

Street : _____

City : _____ State: _____ Zip: _____

Telephone:

(H) _____

(W) _____

Cell _____

Student Email: _____

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Complaint/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 issue/grievance 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 _____