

College of Liberal Arts Student Appeal of a Grade¹

The procedure for pursuing grievances related to grades, as described in the undergraduate and graduate catalogs, requires that students make a serious effort to resolve grade-related issues directly with their instructor. It is important to remember that the instructor has primary responsibility for assigning grades. Appeals of grades will not be considered at levels above the course instructor unless the student presents evidence of differential treatment² and/or procedural irregularities³. A mere disagreement with the instructor's judgment is not a valid basis for an appeal.

Appeals must follow the appropriate channels as described in the procedures. Students have one year from the day grades are posted to initiate a grievance.

INSTRUCTIONS

1. **Initial Steps:** Before appealing a grade to the Dean of Liberal Arts, you must have attempted to resolve your complaint with:
 - a. The instructor who issued the grade.
 - b. The instructor's departmental chairperson or office director.
2. **Form Completion:** Complete both the front and back of the *Student Academic Grievance Form* (below) for Appeal of a Grade, using additional sheets of paper if necessary.
3. **Form Submission:** You have two options to return the completed form:
 - a. **Regular post:**
Office of the Dean of Liberal Arts (Grade Appeal), College of Liberal Arts, Box 19617, University Hall 210, Arlington, TX 76019.
 - b. **E-mail:**
liberalarts@uta.edu (Please add in the subject line: "Grade Grievance").
4. **Optional Meeting:** If you wish, you may set up an appointment with the Associate Dean or Program Director of Undergraduate/Graduate Success & Retention in charge of grade grievances to review the grievance procedures. This appointment is not for discussing the details of your grievance, but rather to clarify any questions you might have about the process. Your grievance will be reviewed based on the paperwork you submit, including this form and any supporting materials.

¹Updated May 2025

²Differential treatment is providing benefits such as extra time for assignments to some but not all students in the class. Exceptions such as excluding some students from attendance or other course requirements.

³Procedural irregularities include adding a new requirement that was not listed in the class syllabus. Using criteria for grades not included in the course syllabus.

5. **Review Process:** Your appeal will be reviewed by the appropriate Dean's office official. If your appeal warrants further review, the Dean will ask the appropriate chairperson(s) or administrators to comment on your appeal.
6. **Decision:** It will be based on UTA's Grades and Grading Policies available at the University Catalog (<https://catalog.uta.edu/academicregulations/grades/>). The Dean's Office decision is final.
7. **Notification:** The Dean or Associate Dean or Program Director will inform you of the decision in writing no more than 30 days after the receipt of the form. If the form is received during the summer months, the decision will be made by September 15 of that year. The decision will be emailed to you at the address provided on the Student Academic Grievance Form.

College of Liberal Arts
Student Academic Grievance Form (1/2)

STUDENT INFORMATION
(Please type or print legibly)

Student's Name

Student I.D.

Major

E-mail

Phone

GRIEVANCE INFORMATION (2 pages)
(Please type or print legibly)

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 Dean's Office cannot proceed until you have done this.)

Please provide your instructor's name.

Please provide the Course prefix, Course number, Section number, and Semester of the appeal.

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

What was the outcome of the above request?

College of Liberal Arts
Student Academic Grievance Form (2/2)

Have you attempted to resolve this dispute with the instructor's departmental chairperson or office director?

Yes No

(If you answered NO, please file a grievance with the departmental office. The Dean's Office cannot proceed until you have done this.)

Name of the department chairperson or office director you communicated with.

If you answered YES to question 6, what specific action did you request?

What was the outcome of the above request?

State specifically the grade(s) you are appealing and the action you want taken.

Explain the basis for your appeal citing factors other than disagreement with a judgment of the instructor.

Student's Signature

Date: