

Student Academic Grievance Form for Appeal of a Grade

PROCEDURES

The procedure for pursuing grievances related to grades described in the undergraduate and graduate catalogs provide that 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, preferential (differential) treatment or procedural irregularities. **A mere disagreement with the judgment made by the instructor is not a valid basis for an appeal.** No grade appeal will be considered one year after a grade is given. Appeals must be made through appropriate channels as described below.

STEPS IN THE APPEAL PROCESS

1. The student must first discuss the grade appeal with the instructor who issued the grade. This step must be taken promptly.

Notes:

i. The student must file the grievance within one (1) year from the date that grades are posted, and preferably within 45 days.

ii. If the instructor is unavailable, the student may proceed in the appeal process and discuss the matter with the departmental chairperson responsible for the course for which the grade is being appealed.

2. In the event the student and the instructor are unable to reach agreement, or the instructor is unavailable, the student must contact the chairperson of the department in which the course was offered and follow the departmental protocol for grade appeals.

3. If the student wishes to pursue a grade appeal beyond the department chairperson, the student must complete the Student Grade Appeal Form below and deliver to the Dean's Office, College of Science, with any supporting documentation the student wishes to provide.

4. The Associate Dean for Academic Affairs will review the appeal only if all previous required steps have been attempted, and will then make a recommendation to the Dean.

5. The Dean will review the recommendation and inform the student of the decision in writing. The decision of the Dean on the grade appeal is final. No further grievance process is available.

Student Information

Student Name:

Student ID Number:

Major:

UTA e-mail address:

Phone number:

Address:

City, State, Zip:

Grievance Information

1. Have you attempted to resolve this dispute with your instructor?:

Yes

No

If you answered no to the above question, please contact your instructor and try to resolve the issue. The Dean's Office will not consider an appeal until you have done this.

2. If you answered Yes, what specific action did you request?:

3. What was the outcome of your request?:

4. Have you attempted to resolve this dispute with the instructor's department chair or designated officer?:

Yes

No

If you answered no to the above question, please contact your instructor's department chair or designated officer and try to resolve this issue. The Dean's Office cannot proceed until you have done this.

5. If you answered Yes to the above question, please provide the name of the departmental chair or designated officer you spoke with and the date of your meeting:

6. If you answered yes to question 4, what specific action did you request?:

7. What was the outcome of your request of the departmental chair or designated officer?:

8. State the basis for your appeal to the Dean's Office:

Student Signature: _____ Date: _____

Dean's Office Approval

For office use only

Approved by (please print): _____

Approval signature: _____ Date: _____

Notes: