



**The University of Texas at Arlington  
COLLEGE OF BUSINESS**

**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. Before you may appeal a grade to the appropriate departmental chairperson, you must have attempted to resolve your complaint with the instructor who issued the grade.
2. If you wish to pursue a grade appeal beyond the instructor, complete questions one through eight on page two of this form and deliver to the appropriate departmental chairperson. Before considering the grievance the chairperson, at his or her discretion, could refer the issue to the Departmental Grade Appeals Committee.
3. If you wish to pursue a grade appeal beyond the department chairperson, complete questions one through eleven on page two of this form and deliver to the Dean's Office, College of Business.
4. The Dean's Office will submit your appeal to the College of Business Grade Appeals Committee, if all previous required steps have been attempted.
5. The College of Business Grade Appeals Committee will review your appeal and make a recommendation to the Dean.
6. The Dean will review the recommendation of the Grade Appeals Committee and inform you of the decision in writing. The decision of the Dean on the grade appeal is final. No further grievance process is available.

## STUDENT INFORMATION

(Please type or print legibly)

Student's Name \_\_\_\_\_ Student I.D. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Circle One    - -    Undergraduate            Masters            Ph.D.            Major \_\_\_\_\_

## GRIEVANCE INFORMATION

(Please type or print legibly)

1. Are you appealing more than one course grade at this time?      Yes \_\_\_\_\_      No \_\_\_\_\_

2. Have you attempted to resolve the 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 departmental chairperson cannot proceed until you have done this.)

3. Please provide your instructor's name \_\_\_\_\_

4. Please provide the Course prefix, Course #, and Section # \_\_\_\_\_

5. Please provide the semester and year \_\_\_\_\_

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

7. Explain the basis for your appeal citing factors other than disagreement with a judgment of the instructor  
(use back of this page if necessary)

8. What was the outcome of the above request?

9. Have you attempted to resolve this dispute with the instructor's departmental chairperson? Yes \_\_\_\_\_  
No \_\_\_\_\_

10. Name of the chairperson you talked with: \_\_\_\_\_

11. What was the outcome of the above request?

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

12/14/14