



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

**Student Academic Grievance Form
For Appeal of a Final Course Grade**

PROCEDURES

The procedure for pursuing grievances related to final course 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 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 department chair, you must have attempted to resolve your complaint with the instructor who issued the final course grade.
2. If you wish to pursue a final course grade appeal beyond the instructor, complete questions one through nine on this form and deliver to the appropriate department chair. 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, continue with questions nine through 13 on this form and deliver to the College of Business Dean's Office, room 334.
4. The Dean or his representative will review the recommendation of the department chair and inform you of his decision in writing. This decision 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. _____

Telephone _____ E-Mail _____

Circle One: Undergraduate Masters Ph.D. Major _____

GRIEVANCE INFORMATION

(Please type or print legibly)

1. 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 department chair cannot proceed until you have done this).

2. Instructor's name _____

3. Course prefix, Course #, and Section # _____

4. Semester and year of course _____

5. Specifically, state the grade you are appealing and the action you want taken.

6. Explain the basis for your appeal citing factors other than disagreement with a judgment of the instructor. Please provide evidence of discrimination, preferential (differential) treatment or procedural irregularities

7. What was the outcome of the request made to the instructor? Attach documentation provided by the instructor pertaining to your request for grade appeal.

8. Have you attempted to resolve this dispute with the instructor's department chair? Yes ____
No __. If you answered NO to the above question, please return to the department chair, and try to resolve this dispute. The Dean or his representative cannot proceed until you have done this.

9. Name of the chairperson you talked with:_____

10. What was the outcome of the above request?

11. Attach documentation provided by the department chair.

Student's Signature_____

Date_____