Student Academic Grievance Form for Appeal of a Grade

PROCEDURES

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, differential treatment or procedural irregularities.

If the student has attempted to resolve the issue with the instructor without resolution, and there is evidence of discrimination, differential treatment, or procedural irregularities, the student should complete this form using additional sheets if necessary. This completed form submitted to the CAPPA front desk to be given to Assistant Director of Academic Affairs.

Before you may appeal a grade to the Dean of the College of Architecture, Planning and Public Affairs, you must have:

- Attempted to resolve the complaint with the instructor who issued the grade.
- Complete both front and back of the College of Architecture, Planning and Public Affairs Student Academic Grievance Form for Appeal of a Grade. Additional supporting materials may be attached.
- Return the completed form to the College of Architecture, Planning and Public Affairs, to which it will be referred to the Departmental Academic Standards and Grievance Committee.
- If the committee cannot reach a decision acceptable to the parties involved, the matter will follow the remaining academic channels.
- If your appeal provides basis for further review, an appointment with the Assistant Dean or Associate Dean of the College of Architecture, Planning and Public Affairs will be arranged to review your appeal.
- The Assistant Dean or Associate Dean of the College of Architecture, Planning and Public Affairs will inform the student of the final decision.

STUDENT INFORMATION

(Please type or print legibly.)

Check One - -  ☐ Undergraduate  ☐ Graduate

Student's Name ___________________________ Student ID# ___________________________

Street ___________________________ City ________________ State _____ Zip _____________

UTA Email: _____________________________________________________ Telephone ____________

Student Signature ___________________________________________ Date ________________
GRIEVANCE INFORMATION
(Please type or print legibly)

1. Instructor’s name ________________________________

2. Course prefix and number ________________________ Section number _________

3. Semester ________________ Year ______ Grade received ________

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 appeal
cannot proceed until you have done this.)

   Instructor’s Signature: __________________________ Date: ______________

4. What specific action did you request of your instructor?

5. What was the outcome of the request?

6. State specifically the action you are now requesting?

7. Indicate the basis of your appeal by checking one or more of the following:

   Discrimination __________
   Differential treatment ______
   Procedural irregularity ______

Please document the evidence that you have to support your appeal of the grade based on one of the
above criteria. Please attach additional sheets.